



## **Do you need to open a Girl Scout bank account? This document will provide instructions to assist you!**

First, let's decide what type of account you are going to need:

If you are responsible for Girl Scout finances, you will need to open a **Troop, Community, Region, or Group Bank Account**. At least two signers are required for the GSSJC member bank account. Before heading out to a bank, please confirm that the following items are complete and in the hands of Council for each signer:

You are a Volunteer in good standing

- a. Current Membership registration
- b. No debt to Council
- c. Criminal background check is approved.
- d. Troop leader has taken required training

If you are not sure of the status of these items, please contact our Customer Service Department at 713-292-0300 or [customerservice@sigs.org](mailto:customerservice@sigs.org).

All done? We currently have agreement with Amegy Bank. Just let them know you are opening a Girl Scout account, and you will receive free checking and a free debit card. If you know of a bank in your area that will also offer these free services for Girl Scout accounts, please contact the Council Customer Service Department and they will pass the information on.

### **Wait! You will need a few more items before you grab your car keys!**

First — an Appointment Letter: You must have an appointment letter to open an account. This letter is mailed or e-mailed to you once Council completes the appointment process. If you have not yet received this letter, please contact our Customer Service Department at 713-292-0300 or [customerservice@sigs.org](mailto:customerservice@sigs.org).

Second — Form W-9 (Request for Taxpayer Identification Number and Certification): This form has been partially pre-populated with Council's Tax Identification Number. GSSJC requires that bank accounts be opened with the local council TIN number because Troop/Group/Region/Community accounts are considered subordinate accounts of GSSJC for the purpose of supplying a taxpayer identification number.

**So, here is what you need to add to the form:**

Please complete the W-9 form with the name and address of the primary account signer. Fill in the business name on the W-9 with the applicable information:

Girl Scouts of San Jacinto Troop #, or  
Girl Scouts of San Jacinto Community # and name, or  
Girl Scouts of San Jacinto Region # and name, or  
Girl Scouts of San Jacinto Group

**Fill in the address where the statement will be mailed.**

\*It is strongly recommended that monthly bank statements be mailed to a secondary account signer or someone other than the primary account signer who will reconcile the bank statement. If using online banking, all signers need access to the online account.

**DO NOT USE the GSSJC address as the mailing address for the bank account!**

Typically, banks open Girl Scout accounts as association or small business accounts. Some banks will also require personal information for verification procedures. It is a good idea to contact the specific bank you will be using to see what documentation is required. You should not open a corporate bank account, as the account will not have corporate signers. You do not need a corporate resolution or bylaws to open the account.

Within 5 days of opening the account, submit the bank registration along with a voided check or a bank document containing the same information as a voided check may be substituted. **To register the account electronically**, visit the [Online Community](#) under your level resources group click the BankInfo tab. **To register the account by paper**, complete and return the *Registration of Bank Account and ACH Debit/Credit Acknowledgement form* (F-36) to:

Girl Scouts of San Jacinto Council  
Attention: Adriene Crosby  
3110 Southwest Freeway, Houston, TX 77098  
Fax 713-292-0350  
E-Mail: [acrosby@sigs.org](mailto:acrosby@sigs.org)

**Original to Adriene Crosby & 1 copy to Community Financial Specialist or Council Representative**

If you have questions or need assistance, please contact your Community Financial Specialist or the GSSJC Customer Service Department at 713-292-0300 or [customerservice@sigs.org](mailto:customerservice@sigs.org).

