



Girl Scouts of the Missouri Heartland, Inc.
**Girl Scout Troop/Group
 Bank Account Information**

Please submit this form to your local GSMH Girl Scout service center. For updated service center mailing addresses and hours, please visit www.girlscoutsmoheartland.org.

Troop/Group Information

Troop/Group # _____ Service Unit # _____ Service Area _____
(Cape, Dexter, Jefferson City, Joplin, Springfield)
 Troop Leader _____ Home Phone _____ Work Phone _____
 Address _____ City/State/ZIP _____
 Co-Leader _____ Home Phone _____ Work Phone _____
 Address _____ City/State/ZIP _____

Bank Information

Bank Name _____ Phone _____
 Address _____ City/State/ZIP _____
 Account # _____ Date Opened _____ Checking Savings

Names of Authorized Signers (*must be unrelated to each other, and registered Girl Scout members*)

1. Name _____ Home Phone _____ Second Phone _____
2. Name _____ Home Phone _____ Second Phone _____
3. Name _____ Home Phone _____ Second Phone _____

Guidelines for Troop/Group Bank Accounts

1. Make sure to follow the *Troop/Group Bank Account Procedures*, available in new leader orientation and at www.girlscoutsmoheartland.org, to open the account. A few key items to remember are:
 - a. Find a bank that will offer a no service charge account to Girl Scout troops/groups.
 - b. Open the account as: Girl Scouts of the Missouri Heartland, Inc.
 Girl Scout Troop/Group # _____
 - c. Use the troop/group leader's home address on the account, not the council address.
 - d. Have at least three (3) authorized signers, none of whom are related and all of whom are registered Girl Scout members, on the account.
 - e. Give the bank the council's tax identification number: 44-0594943. Do not give your social security number for a Girl Scout account.
2. This form is for council use only. It is not to be confused with a bank signature card.
3. Update information on this card any time the bank account location or signers are changed.
4. A *Troop Financial Report* must be submitted annually by July 1.

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