



Girl Scouts of the Missouri Heartland, Inc.

Troop/Group Bank Account Procedures

General Bank Account Procedures

- All troops/groups shall have a bank account and must use their 5-digit troop/group number.
- These bank accounts are authorized with a board of director's resolution which will be distributed to all groups needing bank accounts.
- Girl Scout service units and day camps may also have an account.
- Individuals responsible for handling troop/group funds shall be registered members of Girl Scouting.
- Debit cards on accounts are permitted. However, on-line banking is not permitted.
- Any individual who, in any way, mishandles troop/group, service unit or council funds shall be barred from troop/group leadership or from handling Girl Scout funds at any future date.

To Open a New Account

- Paperwork Needed:
 - Corporate Resolution
 - IRS Tax Letter
 - Bankcard Sheet
- Bank accounts should be opened with the federal Tax ID number of 44-0594943, not a personal social security number.
- The bank account information and check imprint must be:
 - Girl Scouts of the Missouri Heartland, Inc.
 - Girl Scout Troop/Group #
 - Volunteer's Address (optional on check imprint)
- The troop/group leader's home address should be used when opening the account, not the council address.
- All troop/group accounts shall have on the signature card the signatures of three unrelated registered members.
- Only one signature is required for withdrawal.
- After the account has been opened, a *GSMH Troop/Group Bank Account Information Card* (not a bank-issued signature card) with troop/group bank account information should be returned to the local Girl Scout service center.

