



BANK ACCOUNT REQUEST FORM

Every Girl Scout troop and community/service unit is required to maintain a bank account. The account must be opened using the tax identification number of Girl Scouts Heart of the Hudson, Inc., which is 13-2985898.

It is mandatory that there are at least two non-related registered, background checked, adult signers on the account. However, only one signature will be required to transact business. Also, this account cannot be linked in any way to the personal account(s) of either of the two non-related registered adult signers.

The account name will read as follows:

Girl Scouts Heart of the Hudson, Inc.
(Insert Your Community/Service Unit Name) Community/Service Unit
Troop # (Insert Your Troop Number)

The address of the primary signer may be added to checks, but it is not required or recommended. Account statements are to go to the address of the primary signer. Please do not have your statements mailed to the Council administrative office.

NOTE: All banks require a minimum balance and will close your account if you have a zero balance for 30 days. Be sure to ask your bank what their minimum amount is in order to keep your account open.

By June 30th, troops are required to submit to their community/service unit treasurer, a year-end financial report accompanied by a copy of the May 31st bank statement. Receipts from troop finances are to be kept with troop records and not submitted with the report.

Today's Date \_\_\_\_\_

Only one account per form please: [ ] Troop Account [ ] Community/Service Unit Account

Troop Number: \_\_\_\_\_ Community/Service Unit: \_\_\_\_\_

Primary Signer Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Second Signer Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please indicate your preferred financial institution:

- [ ] Hudson Valley Credit Union [ ] TD Bank [ ] PCSB/ Putnam County Savings Bank
[ ] Ulster Savings Bank [ ] Bank of Millbrook [ ] M & T Bank [ ] Jeff Bank

Branch Location Address for Opening \_\_\_\_\_

Please email your completed form to GSHH Member Care at membercare@girlscoutshh.org