Opening & Maintaining a Girl Scout Bank Account

All troops, groups, and Service Units that handle $25 or more are required to have a checking account.

1. Locate a bank that offers no-fee checking accounts for non-profit organizations and obtain a contact person at that bank. **Note:** Your Service Unit Manager, who was copied on your welcome email from your Volunteer Support Specialist, may be able to suggest a community bank which offers this.

2. Open a bank account using the following guidelines:
   a. Small business accounts should NOT be used
   b. Savings accounts are NOT permitted
   c. Each troop can only have ONE checking account
   d. A debit card isn’t required. If you decide to request a debit card, only **one debit card** in one approved volunteer’s name can be issued per troop. The approved volunteer is the only volunteer who can use this debit card. If the bank issues more than one debit card, you must return the extra debit card(s) to the bank.
   e. Have at least **two registered, approved and non-related troop/group volunteers** as authorized signers for the bank account:
      i. You can optionally have a third registered, approved volunteer from the Service Unit team as a signer on the bank account.
      ii. Please note, a volunteer in the Helping Hands role CANNOT be an authorized signer for a bank account
      iii. Each authorized signer must have:
          1. A current Girl Scout membership
          2. Completed the background check requirements AND have current eligibility and approval to volunteer with Girl Scouts Western Pennsylvania with NO financial restrictions
          3. No outstanding balance from either Product Sales programs.
   f. All accounts are maintained in the name of Girl Scouts Western Pennsylvania and must be opened with the organization’s EIN: 25-1126094 as follows:
      i. Girl Scouts Western Pennsylvania
      ii. Troop Number (or name of the group/Service Unit)
      iii. The account address must be the current address of the troop/group’s Troop Leader or the Service Unit’s Service Unit Manager

3. If your bank requests an official letter or a board resolution for you to open a new troop bank account or make changes to an existing bank account, complete and submit the **Troop or Service Unit Bank Account Form.** After completing the form, a GSWPA staff member will reach out to you with the proper documentation to present to the bank to open or make changes to the account.

4. After opening a new bank account or making changes to an existing bank account, complete and submit the **Bank Account Information and ACH Authorization form.**