

Girl Scouts of Minnesota and Wisconsin Lakes and Pines TROOP AND SERVICE UNIT CHECKING ACCOUNTS

As a result of our newly merged Council, existing Troop and Service Unit checking accounts need to be changed according to the following instructions. The same procedures are used to open a new Troop/Service Unit checking account:

1. Verify that your account card signers (minimum of two) are registered members with your troop/service unit.
2. Please contact the Bookkeeper, Valerie Johnson, at the Waite Park Regional Center (WPRC) at 320-252-2952 or 800-955-6032, ext. 235, with the following information to request an updated corporate resolution (to be sent to the financial institution).
 - Bank Name
 - Contact Name (personal banker or representative)
 - Bank phone and fax numbers
 - Troop or Service Unit Number
 - Two signers who are on the account signature card
3. The instructions for a council sub-unit (Troop/Service Unit) account are as follows:
 - a. Both signers must be registered members at all times to validate the corporate resolution.
 - b. Only one signature is required on a check
 - c. The two Troop bank account signers may obtain debit cards to facilitate electronic troop transactions or troop approved purchases. Troops are not allowed to obtain credit cards or to enter into any credit extensions, including loans, lines of credit and other credit products, with banks and financial institutions.
 - d. Troop funds should be deposited in a bank account in the following manner:
Account Name: Girl Scouts of Minnesota and Wisconsin Lakes and Pines Troop # _____. Troop should use Federal I.D. #41-0877820. If WI then use #051462.
(Please do not list personal names, address or social security numbers.)
Troop/SU check blanks should read as follows:
(No personal information should be on Troop/SU check blanks, i.e. primary signer's home address, social security numbers.)

Troop # XXXX

Girl Scouts of Minnesota and Wisconsin

Lakes and Pines (No abbreviations of Council name)

City, State, Zip Code (the city where your Troop or SU is located)

Tax exempt # ES 25220 (optional, Girl Scouts are exempt from taxes on everything except airfare, automobile rental, and hotel lodging and restaurant meals.)

- e. The Bank statement should read as follows:
Account Signer Name (other name based on suggestion below)
Troop number
Home Address

As a result of our newly merged Council, existing Troop checking accounts need to be changed. Banks require troops to close accounts with different (prior council) Federal I.D. numbers. If troops were formerly Land of Lakes Council bank account titles will need to be changed and checks may be ordered based on bank requirements due to council name change.

If you have further questions please contact the Bookkeeper at Girl Scouts of Minnesota and Wisconsin Lakes and Pines at the above contact information at the WPRC.