

# Three easy steps to opening a GSMWLP Troop or Service Unit Checking Account

*The troop leadership is responsible for the safekeeping of funds and accurate financial records of the troop. Troop monies are not to be held in personal accounts.*

Step 1: Verify that you have two account card signers that are registered members with your local troop or service unit by contacting your Service Unit Registrar or Community Coordinator.

Step 2: Contact the Bookkeeper 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 number or Service Unit number
- Two registered members that will serve as signers on the account's signature card

Step 3: The instructions for a council sub-unit (Troop or 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/Groups 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 # \_\_\_\_  
Federal ID #41-0877820.  
*(Please do not list personal names, addresses or social security numbers for your protection.)*

Troop or Service Unit check blanks should read as follows:

**Troop # \_\_\_\_ or SU # \_\_\_\_**  
**Girl Scouts of Minnesota and Wisconsin**  
**Lakes and Pines** *(No abbreviations of Council name)*  
**City, State, Postal Code** *(the city where your Troop or SU is located)*

The Bank statement should read as follows:

**Account Signer Name**  
**Troop # or SU number**  
**Home address**

Questions: please contact the GSMWLP Bookkeeper at the WPRC at 320-252-2952 or 800-955-6032, ext. 235.

