



## Procedures for Opening a Troop or Service Unit Bank Account

Any troop that will have financial transactions will need to open a bank account. Girl Scout volunteers have the authority to open a Girl Scout troop or Service Unit bank account following the instructions below.

All troop and Service Unit bank accounts must provide the following information to the financial institutions:

- Girl Scouts of Northeastern New York, Inc.
- 4 digit troop number (or 3 digit Service Unit number)
- Council Tax ID Number – 14-1438466
- Signatures of two adults registered with GSNENY and the troop (or Service Unit). The two registered adults cannot be related.
- Verification of 501 (c) (3) non-profit status (can be found on the website).

### Please Note:

- A Letter of Authorization from the GSNENY Council to open a council bank account (or to make a change to the account) may be required by some banks. To obtain a Letter of Authorization from GSNENY, contact Marva Bigger prior to going to the bank. Please give GSNENY staff 3 business days to process the letter.
- The troop and/or Service Unit bank account should list the home mailing address of one of the designated signers on the account. It should NOT list the Council mailing address.
- Girl Scouts of Northeastern New York, Inc. has no control over services charges that a bank may charge to a troop or Service Unit account. Service charges are the discretion of the bank.
- Troop and/or Service Unit funds MUST NOT be placed into a personal bank account.
- If troop or Service Unit leadership changes, the person(s) should go to the bank to be removed from the account and another registered representative must be added.

In addition, any of the following four Corporate Officers will be able to oversee the accounts and request closures:

Mary Buszuwski, Chief Executive Officer, 8 Mountain View Avenue, Albany, NY 12205

Michael Lafreniere, Director of Finance, 8 Mountain View Avenue, Albany, NY 12205

Kristine St. Peter, VP of Mission Delivery, 213 8 Mountain View Avenue, Albany, NY 12205

Internal Revenue Service  
P.O. Box 2508  
Cincinnati, Ohio 45201

Department of the Treasury

Date: **IAUG 2 2 2008**

Girl Scouts of Northeastern New York, Inc.  
8 Mountain View Ave  
Albany, NY 12205

Person to Contact - ID#:  
Joy McCoy - 31495  
Contact Telephone Numbers:  
877-829-5500 Phone  
Federal Identification Number:  
14-1438466

Dear Sir or Madam:

By our determination dated 1965 you were held to be exempt from Federal Income Tax under the provisions of section 501(c)(3) of the Internal Revenue Code.

You recently furnished us information that Girl Scouts Mohawk Pathways Council Inc (EIN 14-1470265), Girl Scouts of the North Country Inc (EIN 14-1404870), and Girl Scouts of Adirondack Council Inc (EIN 14-1338300) merged with Girl Scouts Hudson Valley Council Inc on June 1, 2007. In addition, you have changed your name to Girl Scouts of Northeastern New York, Inc. The organization will continue using Employer Identification Number 14-1438455.

Please let us know about any further changes in your character, purposes, method of operation, name or address.

We have sent a copy of this letter to your representative as indicated in your power of attorney.

If you have any questions regarding this matter, please contact the person whose name and telephone number appear in the heading of this letter.

Sincerely,



Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements