



Procedure for Opening a Troop or Service Unit Bank Account

Girl Scout volunteers have the authority to open a Girl Scout troop or community bank account following the instructions below.

All troop and community bank accounts must provide the following information, please bring this letter and:

- A letter on Girl Scouts of Northeastern NY (GSNENY) letterhead
- 4-digit troop number (or 3 digit service unit number)
- FEID letter with 501(c)3 tax-exempt status verification
- Signatures of two unrelated adults registered with the troop or Service Unit.

Please note:

- A letter of authorization to open a Council bank account (or to make a change to the account) will be required by banks. To obtain a Letter of Authorization from GSNENY, contact your Volunteer Services Specialist prior to going to the bank. Please give GSNENY at least a two-business day turnaround time to process the letter.
- The troop and/or community bank account should reflect the home address of one of the designated signers on the account. It should NOT reflect the Council mailing address. In addition, no changes to the corporate or any other troop address should be made
- **GSNENY has no control over service charges** that a bank may attach to a troop or community account. Service charges are the discretion of the bank.
- Troop and/or community funds must not be placed into a personal bank account.
- If troop or community leadership changes, the person should go into the bank to be removed from the account and another registered representative must be added.
- A letter of authorization to close a Council bank account is required by banks. To obtain the letter, contact your Volunteer Services Specialist prior to going to the bank. Please give GSNENY at least a two-business day turnaround time to process the letter. Remaining funds must go to the Service Unit, unless otherwise permitted by one of the corporate officers named below.

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

Brenda Episcopo, Chief Executive Officer

Denise Williams, VP of Operations and Finance

Jill Stott, Director of Finance

Meena Lee, Director of Volunteer Services

Contact all at 8 Mountain View Ave. Albany NY 12205

Girl Scouts of Northeastern New York

8 Mountain View Avenue
Albany, NY 12205

www.girlscoutsneny.org
t: 518 489 8110
f: 518 489 8065

Plattsburgh

13 Latour Ave, Suite 110
Plattsburgh, NY 12901
518 563 1560

Queensbury

213 Meadowbrook Road
Queensbury, NY 12804
518 792 0947

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