



## TROOP BANK ACCOUNT SET-UP

For your convenience, GSU can set up your bank account for you. Contact your Girl Services Director for more information. This form **MUST** be completed and submitted within 30 days of opening the troop bank account. Once the account is open, the account signer (usually troop leader) is responsible for submitting a Troop Annual Financial Report annually on or before the end of the membership year on September 30.

**Complete this section if the troop has not established a troop bank account:**

Troop #: \_\_\_\_\_ Troop Leader: \_\_\_\_\_  
Service Unit: \_\_\_\_\_

Troop # \_\_\_\_\_ does not have a bank account at this time. I understand if the troop monies exceed \$50, an account will be opened and the information on this form **MUST** be updated and submitted to the service unit director. The service unit finance director will make sure the bank account information is given to the service unit finance director for filing in the central file at Girl Scouts of Utah.

**Complete this section when the troop has established a troop bank account. Attach a voided check.**

Name of Account: GIRL SCOUTS OF UTAH TROOP #  
Financial Institution: \_\_\_\_\_  
Branch: \_\_\_\_\_  
Branch Address: \_\_\_\_\_  
Financial Institution Phone: \_\_\_\_\_  
Troop Leader: \_\_\_\_\_  
Troop Leader Address: \_\_\_\_\_  
Troop Leader Phone Number: \_\_\_\_\_  
Troop Number and Age Level: \_\_\_\_\_  
Type of Account  
 Checking Account Number \_\_\_\_\_  
 Savings Account Number \_\_\_\_\_  
 Other Account Number \_\_\_\_\_

Three names listed on signature card at bank:  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Name of both signers on troop checks:  
1. \_\_\_\_\_  
2. \_\_\_\_\_

Date account opened: \_\_\_\_\_ Today's date: \_\_\_\_\_

- Keep original form with troop records
- 1 copy goes to the Service Unit Finance Director
- 1 copy goes to the Girl Service Director with a voided check for filing at the council office

<b>FOR OFFICE USE ONLY</b>
Received at GSU by _____
Date _____