



To: Troop and Service Unit Volunteers

Subject: Establishing or Changing Signers on a Girl Scout Bank Account

Hello – We are so grateful for your participation in Girl Scouts!

The following paperwork is to help you establish a new bank account or to help you update the current signers for your existing bank account. Please follow the instructions below:

Set up a new account:

- 1. Fill out the Amendment to Commercial Account Signature Card (2 pages)
 - a. Both signers must sign and print their names under section 2 and select the box marked "Authorized Signer"
- 2. Each signer must complete the Information Needed for Signers' page and attach a copy of your ID or drivers license (must be readable)

Change signers on an existing account:

- 1. Fill out the Amendment to Commercial Account Signature Card
 - a. **To Add:** new signer must complete section 2 - new signer must sign & print their name and select the box marked "Authorized Signer"
 - i. New signer must complete the Information Needed for Signers page and attach a copy of their ID or drivers license
 - b. **To Remove:** existing signer must complete section 3

Be sure to include your troop number on all pages and return completed documents to the GSU Finance Department, email to: finance@gsutah.org or mail to:

Girl Scouts of Utah, Finance Dept.
445 East 4500 So., Suite 125
Salt Lake City, UT 84107-2639

Once paperwork is received, allow 4-6 weeks for processing. You will be issued an account number and receive debit cards from Wells Fargo Bank for troop or service unit use.

If you have any questions regarding your bank account, contact the GSU Finance Dept. at 801-265-8472 or email: finance@gsutah.org

Sincerely,
Girl Scouts of Utah



Mission:
building girls
of courage,
confidence,
and character
who make
the world
a better place.

Salt Lake City Office
445 East 4500 South
Suite 125
Salt Lake City, UT 84107
P: 801-265-8472

American Fork Office
215 North Center Street
American Fork, UT 84003

Ogden Office
3564 Lincoln Ave
Suite 4A
Ogden, UT 84401

www.gsutah.org

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Amendment to Commercial Account Signature Card

1. Account Title(s)

Add more accounts	Remove
Account #1: _____ CoID: <u>119</u>	Account #2: _____ CoID: _____
Title Line 1: <u>Girl Scouts of Utah</u> Customer's full legal name matching Customer's formation documents – 40 characters max.	Title Line 1: _____ Customer's full legal name matching Customer's formation documents – 40 characters max.
Title Line 2: _____	Title Line 2: _____
Title Line 3: _____	Title Line 3: _____
Title Line 4: _____ If applicable, enter DBA name on last available title line.	Title Line 4: _____ If applicable, enter DBA name on last available title line.

2. Amendment to Account Signers - Add

Add more signatures	Remove
Signer #1 _____ Signature Printed name	
Signer role; please select one. If none selected, the default will be limited signer. Refer to section 4 for authority definitions. <input type="checkbox"/> Limited Signer <input type="checkbox"/> Authorized Signer	
Internal use only: CIS customer number for above signer: _____	
Signer #2 _____ Signature Printed name	
Signer role; please select one. If none selected, the default will be limited signer. Refer to section 4 for authority definitions. <input type="checkbox"/> Limited Signer <input type="checkbox"/> Authorized Signer	
Internal use only: CIS customer number for above signer: _____	
Signer #3 _____ Signature Printed name	
Signer role; please select one. If none selected, the default will be limited signer. Refer to section 4 for authority definitions. <input type="checkbox"/> Limited Signer <input type="checkbox"/> Authorized Signer	
Internal use only: CIS customer number for above signer: _____	

Information needed for signers:

Full Legal Name: _____

Residential Address: _____

City: _____ State: _____ Zip: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Country of Citizenship: _____

Social Security Number: _____

Primary Phone Number: _____

Secondary Phone Number: _____

Employer: _____

Employer Since: _____

Job Title: _____

ID Verification

Driver's License Number: _____

State: _____ Issued: ___/___/___ Expiration: ___/___/___

ATTACH A COPY OF DRIVERS LICENSE BELOW

Information needed for signers:

Full Legal Name: _____

Residential Address: _____

City: _____ State: _____ Zip: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Country of Citizenship: _____

Social Security Number: _____

Primary Phone Number: _____

Secondary Phone Number: _____

Employer: _____

Employer Since: _____

Job Title: _____

ID Verification

Driver's License Number: _____

State: _____ Issued: ___/___/___ Expiration: ___/___/___

ATTACH A COPY OF DRIVERS LICENSE BELOW