

## **Troop & Service Unit Bank Account Certificate of Authorization**

### Overview

The initiation or amending of Troop and Service Unit (SU) bank accounts involves certain approvals by both the bank and the Girl Scouts Council in order to comply with different legal requirements imposed on each. In the past leaders have gone to the bank first to set up or amend an account and then the bank forwarded corresponding documents to the Council for approval. Once approved the Council would send the documents back to the bank and the banking transaction could be completed. Most often this required two or more visits to the bank by the leaders.

Council is now implementing a Troop & Service Unit Bank Account Certificate of Authorization (“the Certificate”) which must be completed by a SU representative (SUR) and sent to Council for approval before contacting the bank. Once Council has approved and returned the Certificate to the SUR it may be taken to the bank by the Troop or SU leaders to set up or amend their account. This is aimed at reducing the number of visits to the bank for leaders in order to complete their transaction.

Step 1: Council approval for new or amendment of account through the Certificate process.

Step 2: Contact bank of choice from Council approved banks to complete banking activity. The approved Certificate and bank specific documents will be required to complete this step.

### **Setting up New Accounts**

See “New Accounts” document on GSCCC website (see below) for instructions and Certificate.

### **Amending Existing Accounts**

See “Amending Existing Accounts” document on GSCCC website (see below) for instructions and Certificate.

### **GSCCC Website:**

[www.girlscoutsccc.org](http://www.girlscoutsccc.org)

“For Volunteers >>”

“Just for Leaders”

“Banking”

“New Accounts” or “Amending Existing Accounts”

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