



**Welcome to Santa Barbara Bank & Trust, First National Bank, South Valley National Bank, San Benito Bank and First Bank of San Luis Obispo ~**  
*Partnering with the Girl Scouts of California's Central Coast*

**To open NEW Girl Scout Troop/Group accounts, the GS Troop Leader should follow the steps below:**

Step	Action
1	a. Complete form 'Girl Scouts New or Notice of Change in Troop/Group Leaders'. If more than 3 leaders, additional forms may be used. b. Obtain a copy of identification for each leader. The following types of identification are acceptable: <ul style="list-style-type: none"> <li>o Driver's License with picture</li> <li>o Department of Motor Vehicle ID card,</li> <li>o Armed Forces card,</li> <li>o Alien Registration card with picture,</li> <li>o U.S. or Foreign Passport,</li> <li>o Matricula Card.</li> </ul> Note: Service Unit Managers and Membership Development Managers do NOT authorize this form.
2	Write your Troop Number on ALL documents.
3	Take the <b>signed</b> 'Girl Scouts New or Notice of Change in Troop/Group Leaders' form, opening deposit of at least \$50 (payable to your Troop number), and copies of identification for each leader to your local Bank Representative.

**To ADD or REMOVE troop leaders from EXISTING Girl Scout Troop/Group accounts, the GS Troop Leader should follow the steps below:**

Step	Action
1	a. Complete a new form 'Girl Scouts New or Notice of Change in Troop/Group Leaders'. If more than 3 leaders, additional forms may be used. b. Obtain a copy of identification for each newly added signer (leader). The following types of identification are acceptable: <ul style="list-style-type: none"> <li>o Driver's License with picture</li> <li>o Department of Motor Vehicle ID card,</li> <li>o Armed Forces card,</li> <li>o Alien Registration card with picture,</li> <li>o U.S. or Foreign Passport,</li> <li>o Matricula Card.</li> </ul> Note: Service Unit Managers and Membership Development Managers do NOT authorize this form.
2	Write your Troop Number on ALL documents.
3	Take the <b>signed</b> 'Girl Scouts New or Notice of Change in Troop/Group Leaders' form and copies of identification for each leader to your local Bank Representative.

**SBBT and FNB (the Bank) will:**

- Fax the Girl Scouts New or Notice of Change in Troop/Group Leaders form to the GSCCC Council office (831) 646-8756 to obtain Corporate Officer approval.
- Open / Supersede account(s) according to the 'Girl Scouts New or Notice of Change in Troop/Group Leaders' form.
  - o Monthly service charges will be waived. (NSF or overdraft fees will not be waived)
- Provide GSCCC Council office a weekly report of all open accounts under the Corporate Tax ID 94-1567162.
- Provide the troop the first order of safety paper checks free of charge.
  - o No Troop address will be printed on the checks.
  - o Checks will be delivered to statement mailing address, allow two weeks for checks to arrive.
- Provide monthly statements with check images to the primary troop leader (using mailing address provided).

**For further assistance or questions on NEW or EXISTING Troop/Group accounts, please contact your local Bank Representative.**



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### **Frequently Asked Questions**

- Why do I need to attach a copy of proof of ID to the 'Girl Scouts New or Notice of Change in Troop/Group Leaders' form?  
*Homeland Security requires that the bank review the physical proof of ID. After the account is set up, the photocopy of the identification is shredded.*
- What if I am uncomfortable sending this through the mail?  
*Make arrangements with your Membership Development Manager to hand deliver all documents to your local Bank.*
- What if I have other concerns?  
*Please contact your Bank Representative or your GSCCC Regional Hub Office, who will work with you.*