



Welcome to Union Bank

Partnering with the Girl Scouts of California's Central Coast

Opening a NEW Girl Scout Troop account:

Step 1: Your Service Unit representative will complete and sign a "GSCCC Troop & Service Unit Bank Account Certificate of Authorization" form (BACA).

The BACA form will have listed:

- Two or more leaders (not related)
- Service Unit representative
- Council representative

Step 2: The BACA form will be signed by the Service Unit representative and sent to the Council representative for approval. The Council representative will be on all troop accounts per Board Resolutions.

Step 3: Troop leaders will complete the Union Bank New Customer Information form (one form for each leader signer)

Step 4: All signers, with the exception of the Council representative, must go in person, at the same time, to a local Union Bank branch and bring the following items:

- The approved and signed BACA form
- Copy of GSCCC 501C 3
- Your opening deposit of \$100.00 *(If you need financial assistance with this deposit please complete the "Troop Bank Start-Up Financial Assistance" form.*
- 1 - *Signature requirement*
- 2 - *Signature requirement for Union Bank debit card*

Please note: You will be asked personal questions to open a bank account and establish a profile. (that are listed on the Union Bank Customer information sheet this is part of the Patriot Act and is required by all financial institutions.)

Step 5: Set-up your Union Bank Non-Profit Checking Account

- All statements will be sent to the Service Unit representatives address unless other arrangements are made.
- Accounts must have the Troop number on them
- Use the GSCCC Tax ID #94-1567162 for your account information.

What to expect from Union Bank!

- Your account will have no monthly service fees with online banking and electronic statements-There is a \$3 monthly service charge if you want a paper statement with Check Images, whether you write checks in that month or not.
- Your first box of checks is at no charge
- No minimum balance required

For further assistance or questions on setting up a new account or for existing accounts, please contact Union Bank Representative Penny Sharrett at (805) 564-6417 or email GSCCC at: troopbanking@girlscoutsgccc.org.