Every Girl Scout troop and community/service unit is required to maintain a bank account. The account must be opened using the tax identification number of Girl Scouts Heart of the Hudson, Inc., which is 13-2985898.

It is mandatory that there are at least two non-related registered, background checked, adult signers on the account. However, only one signature will be required to transact business. Also, this account cannot be linked in any way to the personal account(s) of either of the two non-related registered adult signers.

The account name will read as follows:

Girl Scouts Heart of the Hudson, Inc.  
(Insert Your Community/Service Unit Name) Community/Service Unit  
Troop # (Insert Your Troop Number)

The address of the primary signer may be added to checks, but it is not required or recommended. Account statements are to go to the address of the primary signer. Please do not have your statements mailed to the Council administrative office.

By June 30th, troops are required to submit to their community/service unit treasurer, a year-end financial report accompanied by a copy of the May 31st bank statement. Receipts from troop finances are to be kept with troop records and not submitted with the report.

Today’s Date________________

Only one account per form please: □ Troop Account □ Community/Service Unit Account

Troop Number: ___________________________ Community/Service Unit: ___________________________

Primary Signer Name: ________________________________________________________________

Mailing Address: _______________________________________________________________________

City: ______________ State: ______________ ZIP Code: ___________________________
Home Phone: ___________ Mobile Phone: ___________ Email: ___________________________

Second Signer Name: ________________________________________________________________

Mailing Address: _______________________________________________________________________

City: ______________ State: ______________ ZIP Code: ___________________________
Home Phone: ___________ Mobile Phone: ___________ Email: ___________________________

Please indicate your preferred financial institution: ***Monthly fees apply

□ Chase*** □ Hudson Valley Fed Credit Union □ TD Bank
□ Putnam County Savings Bank □ Ulster Savings Bank □ Bank of Millbrook
□ People’s United Bank □ Jeff Bank

Branch Location for Opening __________________________________________________________

Please email your completed form to GSHH Customer Care at customercare@girlscoutshh.org or fax to 914-752-2488.