



**BANK ACCOUNT REQUEST FORM**

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 30<sup>th</sup>, troops are required to submit to their community/service unit treasurer, a year-end financial report accompanied by a copy of the May 31<sup>th</sup> 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\*\*\*
- Putnam County Savings Bank
- People's United Bank
- Hudson Valley Fed Credit Union
- Ulster Savings Bank
- Jeff Bank
- TD Bank
- Bank of Millbrook

**Branch Location for Opening** \_\_\_\_\_

Please email your completed form to GSHH Customer Care at [customercare@girlscoutshh.org](mailto:customercare@girlscoutshh.org) or fax to 914-752-2488.