girl scouts
heart of the hudson

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 30th, troops are required to submit to their community/service unit treasurer, a year-end financial report accompanied by a copy of the May 31th 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:

☐ **Hudson Valley Credit Union** ☐ **TD Bank** ☐ **PCSB/ Putnam County Savings Bank**
☐ **Ulster Savings Bank** ☐ **Bank of Millbrook** ☐ **M & T Bank** ☐ **Jeff Bank**

Branch Location Address for Opening _____

Please email your completed form to GSHH Member Care at membercare@girlscoutshh.org

Girl Scouting builds girls of courage, confidence and character, who make the world a better place.