

How to Create a Bank Account - Step by Step

This guide provides step-by-step instructions for troops, groups and service unit volunteers to create a new bank account for Girl Scouts Heart of the Hudson.

Steps to Create a Bank Account

Step 1: Submit Bank Account Request Form

- Complete the **Bank Account Request Form**.
- Email the form to **membercare@girlscoutshh.org**.

Step 2: Receive Bank Letter

- Member Care will review your request.
- Once approved, Member Care will send you a **Bank Letter** authorizing you to open an account.

Step 3: Visit the Bank

- Bring the following documents when visiting the bank:
 - The **Bank Letter** provided by Member Care.
 - Valid photo ID(s) for all signers on the account.
 - Any additional troop paperwork required by the bank.
- Open the account with your chosen financial institution.

Step 4: Submit ACH Authorization Form

- Once the account is open, complete the **ACH Authorization Form**.
 - Submit the completed ACH form to **membercare@girlscoutshh.org**.
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Checklist

- ✓ **Step 1: Submit Bank Account Request Form**
 - ✓ **Step 2: Receive Bank Letter**
 - ✓ **Step 3: Visit the Bank**
 - ✓ **Step 4: Submit ACH Authorization Form**
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Notes

- Allow **2–5 business days** for processing of forms and approvals.
- Ensure all signers are present at the bank if required.
- Keep copies of all submitted forms for your records.