

Make Changes to a Girl Scout Bank Account

POLICY

All troops, groups, and service units that handle \$25 or more are required to have a Girl Scout checking account.

By opening a troop or service unit bank account, you are establishing a financial resource with which to set and achieve goals! Girl Scout troop leaders or those designated as the troop treasurers are “responsible for overseeing with honesty, integrity, and careful record-keeping the funds that girls raise.”

There are times when a troop account needs to be changed. To change signers, or to change banks, please follow the steps outlined in the procedure below.

All Girl Scout bank accounts must follow the policies and procedures set forth by Girl Scouts Western Pennsylvania, Girl Scouts of the USA, and the state of Pennsylvania, and comply with all federal regulations. All Girl Scout bank accounts operate under Girl Scouts Western Pennsylvania’s EIN, 25-1126094.

Looking for information on Annual Finance Reports? [Learn more on our website.](#)

Need to open a new account? Please see [Open a Girl Scout Bank Account.](#)

PROCEDURE:

Follow these steps to make changes to your bank account:

Changing Signers

1. Notify the signers.
 - a. For troops: each account should have two signers from the troop and one from the service unit.
 - b. For service units: each account should have two signers from the service unit team.
 - c. Each authorized signer must have:
 - i. a current Girl Scout membership,
 - ii. volunteer eligibility with no financial restrictions,
 - iii. completed the Managing Finances training in gsLearn, and
 - iv. no outstanding balance from either product program.
 - d. Signers may not be related or residing in the same household.
2. Request a bank letter by completing the [Troop or Service Unit Bank Account Form.](#)
 - a. This request will be processed by a staff person.
 - b. All required documentation will be delivered by email.
 - c. Please allow up to one week for processing.

3. Once the account is changed, submit the [Bank Account Information and ACH Authorization form](#).

Changing Banks

1. Select a new bank.
 - a. Look for a bank that offers a no-fee checking account for non-profit organizations.
 - b. Contact the bank to request information about their banking requirements and to determine any specific requirements the bank may have. Ask if all signers must be present when opening the account.
 - c. Contact your current bank to identify the requirements for closing the bank account. Banks may require all signers to be present.
 - d. Close the current account. If there are remaining funds, request a cashier's check for the full amount and a final bank statement showing the account is closed. This may be done at the same time or after step three. If there will be a prolonged time between the closing of the current account and the opening of the new account, please contact the volunteer finance specialist for further assistance.
2. Request a bank letter by completing the [Troop or Service Unit Bank Account Form](#).
 - e. This request will be processed by a staff person.
 - f. All required documentation will be delivered by email.
 - g. Please allow up to one week for processing.
4. Open a Girl Scout bank account.
 - a. Take all required documents to the bank to set up the account.
 - i. Banks may request that all signers be present.
 - ii. Banks may request additional information.
 - b. Troops may only have one checking account. Service units may have a general account and a day camp account.
 - c. Troops may request one debit card.
 - i. The volunteer named on the debit card is the only authorized user of the debit card and assumes responsibility for all purchases made with the card.
 - ii. Additional debit cards must be returned to the bank.
 - iii. Debit cards are not required.
5. Once the new account is opened, submit the [Bank Account Information and ACH Authorization form](#).