



**Corporate Sub-Unit Bank Account**  
**New/Change/Close Account Request**

Troop #/Group # \_\_\_\_\_  
 Service Unit Name \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Bank Phone #: ( \_\_\_\_\_ ) \_\_\_\_\_ Bank Fax #: ( \_\_\_\_\_ ) \_\_\_\_\_

	<b>Request</b>	<b>Account#</b>
	Open a New Account	
	Make Changes to Account	
	Close Account	

We are requesting that your banking facility fulfill the above request for Girl Scouts of the Desert Southwest's Troop/Group/Service Unit# \_\_\_\_\_. A debit card may be issued to Girl Scouts of the Desert Southwest's Troop/Group/Service Unit accounts.

Two Signers Are Required On This Account: (Please Print)      Date of Birth:      Driver's License

Troop/Group/Service Unit Leader \_\_\_\_\_ D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_ DL# \_\_\_\_\_  
 SS# \_\_\_\_\_

\_\_\_\_\_ D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_ DL# \_\_\_\_\_  
 SS# \_\_\_\_\_

\_\_\_\_\_ D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_ DL# \_\_\_\_\_  
 SS# \_\_\_\_\_

Service Unit Name: \_\_\_\_\_

Please Mail Bank Statement To: (Use one of the signer's addresses)

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Person Responsible for Debit Card:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Please use our Corporate Tax ID #: 74-1189693 as this bank account is classified as a Corporate Sub-Unit account of the Girl Scouts of the Desert Southwest. Please refer to this ID number only in regard to banking transactions on this account. If you have questions or concerns, please direct them to our Chief Financial Officer at (915)566-9433. Thank you for your prompt attention to this matter. Please see attached form for the requested bank services.

Council Representative Signature: (Required)

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Isabel Briones, Chief Financial Officer or  
Patty Craven, Chief Executive Officer

Date

The procedures for opening a bank account for a troop/group/service unit on behalf of the Girl Scouts of the Desert Southwest are as follows:

- The account should be titled: “Girl Scouts of the Desert Southwest, Troop # or Group # or Service Unit name ( \_\_\_\_\_ ) ”  
We require that at least two authorized signatures be on file at the bank.
- The Board of Directors of the Girl Scouts of the Desert Southwest has approved and authorized the Chief Executive Officer (CEO) and the Chief Financial Officer (CFO) to make inquiries into banking transactions, account balances, and signatories on an as-needed basis without the consent of Troop Leaders or the current signers on this Corporate Sub-Unit Bank account. In addition, the Board of Directors has authorized the CEO and CFO to close all dormant Corporate Sub-Unit Bank accounts of disbanded troops. Consent of troop leaders who are no longer active is not required for the bank to assist the Council in closing the account and transferring the account funds to the Council. Disbanded troop funds become property of the Council after one year and are used for financial support to girl programs.
- Please send all bank statements and correspondence regarding this account to the above signer’s address as indicated on the previous page.
- Girl Scouts of the Desert Southwest, as a non-profit organization, is requesting that the bank waive service charges on Girl Scout accounts.
- One debit card may be issued on this bank account.
- Do not link this account through online banking to any of the signer’s personal bank accounts.  
A checking account and a savings account for the same Troop/Group/Service Unit with the same signers at the same bank using the Council’s tax ID number may be linked for online viewing purposes.