



of the desert southwest
southern new mexico
and west texas

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 #: (____) _____

	Request	Account#
	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 South- west's Troop/Group/Service Unit accounts.

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

Troop/SU Leader _____ D.O.B. ____/____/____ DL# _____

Troop/SU Leader _____ D.O.B. ____/____/____ DL# _____

Troop/SU Leader _____ D.O.B. ____/____/____ DL# _____

Service Unit Name: _____

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

Name: _____ Phone #: (____) _____

Mailing Address: _____ City: _____ Zip: _____

E-mail: _____

Person Responsible for Debit Card:

Name: _____ Phone #: (____) _____

Mailing Address: _____ City: _____ Zip: _____

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 for the requested bank services.

Council Representative Signature: (Required)

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 the 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/Service Unit with the same signers at the same bank using the Council’s tax ID number may be linked for online viewing purposes.