

## NEW TROOP BANK ACCOUNT INFORMATION INSTRUCTION SHEET

Please read the following steps to open a new Troop Bank Account:

- 1) Convert your troop number into its GSNEO 5-digit number that is used by GSNEO to identify your specific group. The GSNEO number starts with the service area number shown below and ends with your troop number. Zeros fill unused digits between the service area number and your troop number. Call your Membership Development Specialist if you have a question.

West Service Area = 5

East Service Area = 8

South Service Area = 6

Central Service Area = 9

North Service Area = 7

Examples:

- Troop #59 in the North Service Area is **70059**
- Troop #1445 in the South Service Area is **61445**

- 2) All troop accounts are the property of Girl Scouts of North East Ohio. Accounts must be opened as: "Girl Scouts of North East Ohio, Troop # aaaaa" (5-digit GSNEO number)
- 3) Take a copy of GSNEO's W-9 form to the bank to provide the correct Federal Tax Identification number which is located on the GSNEO Web site.
- 4) All signers on the account must provide the bank with their social security number and a driver's license/state identification. Generally, they will need to sign documents at the bank.
- 5) Each signer on the account must be a current registered Girl Scout adult volunteer.
- 6) Turn in your completed New Troop Bank Account Information form (attached) along with a voided check from your new troop business checking account to your Membership Development Specialist. If you do not know who this is, call the GSNEO Membership Manager at 1-800-852-4474, extension 0429.
- 7) Payments that you authorized to GSNEO from your troop and payments to your troop from GSNEO may be processed through your troop's business checking account via ACH.
- 8) For more detailed banking questions, contact the GSNEO Chief Financial Officer at 1-800-852-4474 extension 0401.



**NEW TROOP BANK ACCOUNT INFORMATION FORM**

Girl Scouts of North East Ohio is required to have information on file about all bank accounts registered in the name of Girl Scouts. Complete the information below so that current and accurate records can be maintained. Please read directions provided on the Instruction Sheet carefully.

**TROOP INFORMATION**

Service Area \_\_\_\_\_ Service Unit \_\_\_\_\_ Troop # \_\_\_\_\_  
Leader Name \_\_\_\_\_ Phone \_\_\_\_\_  
Street Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

**BANK INFORMATION**

*All troop accounts are the property of Girl Scouts of North East Ohio.*

**Federal Tax ID #: 34-0726094**

**Accounts must be worded: "Girl Scouts of North East Ohio, Troop # \_\_\_\_\_" (use 5-digit number)**

Bank \_\_\_\_\_ Phone \_\_\_\_\_  
Street Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

- Checking Account # \_\_\_\_\_
- Savings Account # \_\_\_\_\_

**SIGNATURE NAMES ON ACCOUNT**

*All signers on the account must be currently registered Girl Scout adult volunteers.*

Print Name \_\_\_\_\_ Phone \_\_\_\_\_

Print Name \_\_\_\_\_ Phone \_\_\_\_\_

Print Name \_\_\_\_\_ Phone \_\_\_\_\_

Key: West Service Center = 5    South Service Center = 6    North Service Center = 7    East Service Center = 8    Central Service Center = 9