

HOW TO OPEN A NEW TROOP/SERVICE UNIT CHECKING ACCOUNT

Troop/Service Unit funds shall be deposited in an account with a federally insured financial institution. All account openings will be submitted online via the Girl Scouts – Dakota Horizons (GSDH) website to be verified and authorized by GSDH. The authorization to open a single checking account will only be sent to the volunteer after they have successfully passed a review by the finance department of the online [Bank Account Authorization Request Form](#). To get started with opening your troop/Service Unit account, follow the steps below:

1. Identify two (2) registered and approved Girl Scout adults from the Service Unit to be the signers of the troop/Service Unit account. Ensure that your signers:
 - a. Are registered for the current membership year
 - b. Have completed and passed a criminal background check
 - c. Are not of the same family or living or in the same household as another signer
 - d. Have no financial restrictions
2. Submit the online [Bank Account Authorization Request Form](#).
3. Obtain a Bank Account Authorization Letter and Corporate Resolution Regarding Financial Arrangements of Corporate Accounts from the Council office allowing the use of the Council Federal tax identification number. You are not able to open a troop/Service Unit checking account until you receive these two documents.
4. Check in with your local Girl Scout office about which banks are recommended. Based on recommendations, go to a federally insured financial institution and open a checking account.
5. All Girl Scout accounts are required to have the following per policy:
 - a. The account shall be in the name of “Girl Scouts – Dakota Horizons Troop ##### or Girl Scouts – Dakota Horizons Service Unit ###” as listed on your Bank Account Authorization Letter.
 - b. Each account shall be opened with the Council Federal tax identification number on it.
 - c. Each account shall have two (2) registered and approved Girl Scout adults from the Service Unit, not of the same family or living in the same household, as signers on the account at all times. The Council Chief Financial Officer and Controller will also be authorized on the account.
 - d. Only one individual signature listed on the account is needed to sign a check in the sum of \$500.00 or less. If the check is written in excess of \$500.00 a second signature is needed.
 - e. Debit cards with a purchase limit of no more than \$500.00 are permitted on accounts. Debit Cards must not have a cash withdrawal availability.
6. Within ten (10) business days of account opening the Account Signers must complete the [Bank Account Confirmation/ACH Form](#) which is submitted to the council. The [Bank Account Confirmation / ACH Form](#) must also be submitted annually by October 1st.

Questions regarding how to open a new troop checking account can be directed to finance@gsdakotahorizons.org.

**All account changes need to be requested online via the GSDH website via the [Bank Account Authorization Request Form](#).*