



**Just
-in-
Time**



How to Open a New Troop Bank Account

Troops should establish a checking account for funds to be used for the purpose of supporting Girl Scout activities. All troop funds generated and all troop expenses incurred must run through the troop bank account. Funds should not remain outside of the troop bank account.

Before opening a bank account, be sure that each account signer has reviewed and understands the [Girl Scouts – Dakota Horizons Troop and Service Unit Funds Policies](#) and the [Troop & Service Unit Authorized Account Signer Responsibilities](#). Additionally, keep these documents on hand to reference throughout the year.

Ready to Get Started?

Follow the 4 steps below:

1. Identify 2 registered and approved Girl Scout adults.
 - Account signers cannot be of the same family or living in the same household.
2. Complete and submit the [Bank Account Authorization Request Form](#).
 - This is to request authorization from GSDH to open a new troop bank account. It is also used if you need to change signers on a bank account.
 - Located on the council website under [Forms and Documents](#).
 - These forms will be emailed to approved signers once Bank Account Authorization Request Form has been submitted. Allow 5 business days for processing.
3. Take the **Bank Account Authorization Letter** and **Corporate Resolution Regarding Financial Arrangements of Corporate Accounts** to a federally insured financial institution of your choosing.
 - Bank accounts can only be opened with these two documents.
 - These documents will provide the financial institution everything they need to know to ensure your group bank account is set up per GSDH Troop and Service Unit Funds Policy.
 - GSDH does not recommend Wells Fargo Bank due to the complexity of their internal processes.
4. Complete and submit the [Bank Account Confirmation / ACH Form](#) within 10 business days.
 - This form allows GSDH to process ACH transactions.
 - Troops should submit the Bank Account Authorization Confirmation/ ACH Form annually by October 1st to make sure you are starting out your new Girl Scout year with updated, accurate information for smooth banking interactions throughout the upcoming year.
 - Located on the council website under [Forms and Documents](#).

Have questions? Contact Member Services at 800.666.2141 or help@gsdakotahorizons.org; we are happy to help!