



Just -in- Time

How to Open or Change Signers on a 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. Being an authorized account signer is never “on paper only”.

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 or to change signers on an existing bank account.
 - If you are requesting to change signers on an existing bank account, the request should be submitted by an existing authorized account signer.
 - Located on the council website under [Forms and Documents](#).
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.
 - These forms will be emailed to approved signers once Bank Account Authorization Request Form has been submitted. Allow 5 business days for processing. You will be notified via email if your request has been approved or denied along with next steps that need to be taken.
 - Bank accounts can only be opened with these two documents.
 - Reach out to your financial institution to get specific instructions they may have (by appointment only, documentation they may require you to bring in, all signers must come in together, etc.) to open or update the bank account.
 - GSDH does not recommend Wells Fargo Bank due to the complexity of their internal processes.
 - This process can take up to 3 weeks depending on bank policy and procedures (requires council signatures via regular mail).
4. Complete and submit the [Bank Account Confirmation / ACH Form](#) within 10 business days.
 - This form confirms to council the troop has opened and/or updated the troop bank account at the bank.
 - 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!