

Girl Scouts of Central Indiana

Banking Guidelines

- ❖ There must be two eligible adults, unrelated and living in separate households, to be signers on the account.
Eligible adults must:
 - Be a registered Girl Scout
 - Have an approved Background Check
 - Hold the position of either Troop Leader/Co-Leader or Troop Treasurer
- ❖ Debit cards are allowed, ask your banker if they are available.
- ❖ The account should be named "Girl Scouts of Central Indiana Troop #####" (five-digit troop number)
- ❖ Online banking is permissible if the bank has capacity. Some banks can only access online banking (free) by using the tax identification number, and that won't work for us because everyone would have access to all accounts.
- ❖ To open a new account, change signers on an account, remove a signer, or close an account, complete the [online form](#). Both signers must go to the bank together.

If you need additional help, contact the [Help Desk](#) at 317.924-6800, Monday- Friday 8:30 a.m.-5:30 p.m.

HOW TO OPEN AN ACCOUNT

- ❖ Check with your service unit to learn their requirements. If they have no specific bank, you may choose any bank. Girl Scouts of Central Indiana has relationships with the following banks so we will be able to help you if you encounter problems at your local branch.

✓ Fifth Third	✓ First Financial (OH)
✓ First Financial (TH)	✓ Old National
✓ First Merchants	✓ PNC
✓ Forum Credit Union	✓ Regions

- ❖ Schedule an appointment with your banker to open your account.
- ❖ **Complete this [online form](#).**

Once your request has been received, Girl Scouts of Central Indiana will send an authorization letter, Form W-9, Tax exempt letter for 501(c) (3), Articles of Incorporation, and Indiana corporate filing to your banker. **Allow 3 to 5 business days for this form to be process and material sent.**