

Bank Letter Request Form for Service Unit:

Complete the form and send to our Service Unit Money Manager: _____ at _____

All signers on Girl Scout bank accounts MUST:

1. Be registered Girl Scout Adults for the current membership year -- starting August 15th they must be registered for the upcoming year. For example on August 20, 2021 all signers must be registered for the 2022 Membership Year (Oct 2021-Sep 2022)
2. Be designated as the troop leader or troop money manager in Volunteer Systems.
3. Have successfully completed a background screening.
4. Not be related to one another or live in the same household. (including co-parenting).

Troop Money Managers: Do not submit this request until all of these steps have been completed for all signers!

Which bank do you want to use? Our Service Unit recommends:

Bank Name:	Bank Name:	Bank Name:
Street:	Street:	Street:
City, State Zip:	City, State Zip:	City, State Zip:

Troop Number:

None of the signers are related to one another

None of the signers live in the same household

Fill in this section if you want to OPEN an account.

	Legal Name (must match photo ID for bank)	Title	Girl Scout Registration Name (only if GS membership record differs from legal name)
#1 Required			
#2 Required			
#3 Optional			

Fill in this section if you want to CHANGE an account.

Account Number: _____

	Action	Legal Name (must match photo ID for bank)	Title	Girl Scout Registration Name (only if GS membership record differs from legal name)
#1 Required				
#2 Required				
#3 Optional				

8/10/21

SU Money Managers use the information on this form to fill out the online request for a bank letter at: <https://form.jotform.com/GSCNCMembership/bank-letter>