



**Headquarters  
Billings Service Center**  
2303 Grand Avenue  
Billings, MT 59102

**Casper Service Center**  
501 North Sun Drive  
Casper, WY 82609

**Great Falls Service Center**  
4930 Ninth Avenue South  
Great Falls, MT 59405

800.736.5243 ♦ [www.gsmw.org](http://www.gsmw.org)

## Bank Account

Every existing account needs to submit current account information each year. Banks require a letter of authorization from Girl Scouts of Montana and Wyoming for opening new accounts and signature changes.

### Check boxes below for transaction requested.

<input type="checkbox"/> Open new bank account	<input type="checkbox"/> Make changes to existing bank account
<input type="checkbox"/> Close existing account	<input type="checkbox"/> Current bank account Information

### Check boxes below to request new troop start up money or disbanded troop money.

Date	<input type="checkbox"/> Request for new troop start-up money.	
	<input type="checkbox"/> Request check for the return of disbanded troop money because troop is now active.	
Name of person making request		E-mail
		Phone
Troop#	Service Unit	

### Primary signer (This person will receive the bank statements.)

Name			
Address	City	State	Zip
Phone (day)	Phone (evening)		E-mail

### Additional signer

Name			
Address	City	State	Zip
Phone (day)	Phone (work)		E-mail

### Bank information (GSMW recommends First Interstate Bank, US Bank, or Wells Fargo if possible in or near your community.)

Name of Bank			
Bank routing #		Account #	
Address		Phone	
City	State		Zip

- All troops and Service Units will establish an account at a federally insured institution.
- An account authorization letter will be sent to the primary signer, which you will need to present at your bank to open your account.
- All accounts are required to be opened in the name of Girl Scouts of Montana and Wyoming troop # \_\_\_\_\_. All accounts will be opened under the GSMW Council Federal Tax ID #, which will be in the authorization letter to present at your bank to open your account.
- Each account will have two authorized signers on the troop account—No current board members, board committee members or staff are permitted to be signers on troop bank accounts.
- An annual year end Financial Report along with a copy of the May bank statement will be submitted to the council by June 30. **Failure to provide the year end Financial Report will result in closure of the account.**
- Non-sufficient funds activity is not allowed on any Girl Scout account. A signer's name may be removed from the account at the discretion of the council.
- Disbanded troops monies sent to the council will be held in trust for one year. Funds from troop not resuming after the one year will be designated for new troop "start-up" funds. Troop will prorate disbursement of funds by girl if the membership divides and/or progresses to a new troop.
- All money raised, or earned, and other assets received in the name of and for the benefit of Girl Scouting must be authorized by a Girl Scout council or GSUSA and used for the purpose of Girl Scouting. Such monies and other assets become the property of and are administered by the Girl Scout council or GSUSA. Such assets are not the property of individuals, geographic units, or communities within a Girl Scout council.

-adapted from Girl Scout Leader's Digest Blue Book.