

# TROOP/GROUP BANK ACCOUNT PACKET



## CHECKLIST FOR OPENING YOUR GROUP'S ACCOUNT

### STEP 1: Contact your service unit

The service unit is always the first point of contact. Practices such as having service unit team members as signers vary by service unit or area.

### STEP 2: Complete the three forms\*

1. Bank Account Transmittal Sheet (for mailing or faxing)
2. Bank Account Creation/Change form with information for at least 3 signers\*.
3. Authorization Form for Information in Connection With Business Account Application. (The three signers must be the same as on the Bank Account Creation/Change form.) Please title the account Girl Scouts of Northern California Troop \_\_\_\_ (5 digit troop number)

\*The first signer must be the Troop Treasurer or the person to receive paperwork. Members of the same family may not be signers on the same account, and GSNorCal staff members cannot be signers on group accounts. It is important that all times on all three forms be complete. Please contact your Service Unit Treasurer for any further guidelines within your service unit.

### STEP 3: Fax OR mail all three forms

Use the Bank Account Transmittal Sheet to send the forms (all three pages) to the bank using either of these methods:

- **Fax** the Bank Account Transmittal Sheet with the Bank Account Creation and Authorization forms to Anthony Hua at (925) 945-1788

OR

- **Mail** the Bank Account Transmittal Sheet with the Bank Account Creation and Authorization Form to  
Anthony A. Hua  
Vice President: Sr. Business Relationship Manager  
Wells Fargo Bank  
1255 Treat Blvd, Suite 160  
Walnut Creek, Ca 94597

If you need assistance in opening your bank account, please contact your Service Unit Treasurer. If you need assistance in changing signers or account maintenance, contact the Wells Fargo National Business Banking Center at **(800) 225-5935**.

### STEP 4: Complete "Account Application/Agreement or Addendum", mail it back

The bank will send an "Account Application/Agreement or Addendum" which has your signers' information on it. This is the "signature card". Complete this form and mail the signature card back to the bank in the self addressed envelope provided or to Anthony Hua (address above).

### STEP 5: Receive checks & ATM/check card

Within 7-10 business days after mailing back the addendum, you should receive a box of checks, an ATM/check card and a PIN number for the card. These items will arrive separately.

### STEP 6: Sign up for online banking and online statement delivery

Sign up for online banking at [www.wellsfargo.com/biz](http://www.wellsfargo.com/biz) and sign up for online statement delivery. A paper statement fee will apply if you do not sign up for electronic statements within 90 days. Due to the increases in fraudulent activities, it is strongly recommended that everyone signs up for this service, and it's free of charge.

\*NOTE: Use the same three forms to make any changes to your account, such as changing account signers, at a future date.

# BANK ACCOUNT TRANSMITTAL SHEET



Girl Scouts of Northern California

[www.GirlScoutsNorCal.org](http://www.GirlScoutsNorCal.org)

<b>Date</b>	
<b>Fax No.</b>	925-945-1788
<b>To</b>	Anthony Hua
<b>Company</b>	Wells Fargo Bank
<b>From</b>	
<b>Subject</b>	Girl Scouts of Northern California Checking Account
<b>No. of pages, including this one</b>	3

OR Use this sheet to mail to:

Anthony A. Hua  
Vice President: Sr. Business Relationship Manager  
Wells Fargo Bank  
1255 Treat Blvd, Suite 160  
Walnut Creek, Ca 94597

Please open/change the account as requested on the sheet that follows.

This message may contain confidential and/or privileged information. If you are not the addressee or authorized to receive this for the addressee, you must not use, copy, disclose, or take any action based on this message or any information herein. If you have received this message in error, please advise the sender immediately by reply e-mail or fax and delete this message. Thank you for your cooperation.

**CONFIDENTIAL**



Girl Scouts of Northern California  
 With offices in: Chico, Eureka, Oakland,  
 Red Bluff, Redding, San Jose,  
 Santa Rosa, & Ukiah  
 www.GirlScoutsNorCal.org  
 info@GirlScoutsNorCal.org

# Wells Fargo Bank Account Creation/Change Form

Once completed, fax or mail this form with the Bank Account Transmittal Sheet and Authorization for Information in Connection with Business Account Application to the fax number or mail address on the transmittal sheet. Please allow 72 hours or three business days for confirmation. Review the Council Resource Guide for further information. If you need assistance with opening a bank account, please contact your Service Unit Treasurer first. If you need assistance with changes or account maintenance, contact the Wells Fargo national business banking center at (800) 225-5935.

## A. General Information

Name: <b>Girl Scouts of Northern California</b>	Tax ID #: <b>94-1551410</b>
Wells Fargo Account Number:	5-Digit Troop Number:

## B. First Signer's Information (Troop Treasurer or person to receive correspondence about the account. Must be same as first signer on Authorization for Information in Connection with Business Account Application Form.)

Full Name:		
Email:		Employer:
CA ID #: (Driver's License)	CA ID Issue Date:	CA ID Exp Date:
Secondary ID (Check Type): __ Visa __ MC __ Disc __ Amex		Exp Date:
<input type="checkbox"/> I have completed the GSNorCal volunteer screening process		

## C. Second Signer's Information (Must be same as second signer on Authorization for Information in Connection with Business Account Application Form.)

Full Name:		
Email:		Employer:
CA ID #: (Driver's License)	CA ID Issue Date:	CA ID Exp Date:
Secondary ID (Check Type): __ Visa __ MC __ Disc __ Amex		Exp Date:
<input type="checkbox"/> I have completed the GSNC volunteer screening process		

## D. Third Signer's Information (Must be same as third signer on Authorization for Information in Connection with Business Account Application Form.)

Full Name:		
Email:		Employer:
CA ID #: (Driver's License)	CA ID Issue Date:	CA ID Exp Date:
Secondary ID (Check Type): __ Visa __ MC __ Disc __ Amex		Exp Date:
<input type="checkbox"/> I have completed the GSNC volunteer screening process		

# Authorization for Information in Connection with Business Account Application



Name of business account applicant

By signing below, I authorize "Wells Fargo Bank" to obtain verifications and reports from reputable agencies on my accounts and financial affairs from time to time, such as credit bureau reports and account status reports on me as an individual, in connection with the business account application identified above and any other account applications by this business. I understand that Wells Fargo requests this information to reduce fraudulent accounts, to prevent access to financial information and accounts by unauthorized persons, and for other legitimate business reasons. Should the information obtained from any such verification or report cause Wells Fargo to decide to deny the account application for the above-named business, I also authorize Wells Fargo to communicate, either explicitly or implicitly, to any co-applicant and to any co-owner, director, officer, or employee of the business that the denial was based in whole or in part on such information. I also authorize Wells Fargo to use such information and to share it with its affiliates in order to determine whether the business is qualified for other products and services offered by Wells Fargo and its affiliates.

Print name of individual

Customer Signature 1

Date

Home address: Street

City

State Country

Zip code

Phone number

Identification Type and Number

Date of birth

Social Security number

Print name of individual

Customer Signature 2

Date

Home address: Street

City

State Country

Zip code

Phone number

Identification Type and Number

Date of birth

Social Security number

Print name of individual

Customer Signature 3

Date

Home address: Street

City

State Country

Zip code

Phone number

Identification Type and Number

Date of birth

Social Security number

Print name of individual

Customer Signature 4

Date

Home address: Street

City

State Country

Zip code

Phone number

Identification Type and Number

Date of birth

Social Security number

This form is available on Forms Online at: <http://formsonline.homestead.wellsfargo.com> in the Store Forms category.

# ABOUT TROOP/GROUP FUNDS

## Important Information About Accounts

- Please note that although there is no minimum balance required for this account, an initial deposit must be made to fund the account and at least a few dollars must be kept for the account to remain active. This account will not remain open with a zero balance. Overdrawn accounts are also subject to closure and/or fees.
- If you go into a branch office and they offer additional services, please inform them that you cannot participate in their programs (rewards, bill pay, etc.)
- Note that occasionally certain issues arise. If any of them come up, please contact your Service Unit Treasurer and they will help you get it resolved quickly.
- If a monthly service charge is posted to the account, contact the bank to have the fee reversed. Note that the bank does not reverse fees beyond 90 days. If there is a problem, please contact your Service Unit Treasurer. Please note that statement fees will be assessed unless you sign up for online banking statements.
- A charge for the “free checks” may be posted on the account. Contact the bank to have the fee reversed.
- Please note that accounts set up in retail branches will create problems. In order to reduce or eliminate errors, follow the process as outlined.
- Girl Scout group funds cannot be co-mingled with personal accounts.
- Group checks are *not* to be imprinted with the name of the group leader/adult volunteer, but instead should be printed with the name of Girl Scouts of Northern California Troop #\_\_\_\_\_ using the full 5 digit troop number.
- All volunteers who handle money must be registered as current Girl Scout members and have completed the application and screening process.
- Any one of the three signers may write checks for group expenses (multiple signatures are not required).

If for some reason you will not be able to open your account at Wells Fargo, please contact your Community Development Director (CDD) for assistance.

## Always Remember:

The money in the bank account belongs to the troop/group. The girls should be part of all decisions regarding how the money should be used, and it is important that the girls and families know how much money is in the account (and what activity has taken place) at least once or twice a year—more often is better.

## Financial Literacy Skills for Girls

Making financial decisions and handling the troop/group's money is considered an important part of the Girl Scout program. Even the youngest girls should be a part of making decisions on how the money is spent. The youngest girls could be given choices between purchasing patches or other items as opposed to doing additional activities instead. The troop/group adults should never make financial decisions without consulting the girls in at least a general way on how their funds should be spent. Other ways to involve girls in their finances:

- Even the youngest girls could learn to collect dues and count the money
- Collecting money and making change at booth sales of fall products or cookies
- Investigating the costs of doing certain activities
- Computing how many boxes of cookies would need to be sold in order to be able to afford certain activities
- Keeping financial records
- Assisting the troop's adult treasurer in reconciling bank statements
- Assisting the troop's adult treasurer in completing the Troop/Group Financial Report

**To protect girls from legal liability, they may NOT be signers on the troop/group bank account.**

Please consult the Council Resource Guide for more information about Girl Scout troop/group funds.