

## **Bank Account Setup/Update/Closure Process**

**Please use the following process to set up, make changes, or close a troop or community bank account for the Girl Scouts of Gateway Council.**

1. Fill out all required fields on the Troop Bank Account Request Form at the following link:
  - a. <https://gsgc.wufoo.com/forms/troop-bank-account-request-form>
  - b. Click Submit
2. Allow 2-3 business days for the Membership Manager to send you a completed bank account form with CEO signature.
3. Take the letter to the bank to make updates
  - a. **If closing an account for a disbanding troop** that still has funds in it, the cashiers check should be made out to **“Girl Scouts of Gateway Council”** and sent to **7077 Bonneval Rd. Ste 420 Jacksonville, FL 32216**
4. Once the account updates have been made or the account has been opened, call Customer Care to request the “Bank Account Information – Troop” form be sent to all signers on the account.
  - a. This will be sent to you from the Director of Membership via DocuSign.
  - b. Complete the “Bank Account Information – Troop” form via DocuSign.
  - c. The Director of Membership will let you know we have received the finalized “Bank Account Information – Troop” form with all signatures.
5. Each year, your troop is required to submit a Finance Report via Volunteer Toolkit.
  - a. If the report is not submitted annually in June, the troop leadership team can be removed, and the troop may be suspended from product sale participation.
6. If you are the Treasurer on a Community Account, you are required to submit a finance report of activity for the community account every year.
  - a. Customer Care can provide you with an excel template to use that matches the Volunteer Toolkit Finance Report.