

The following are the instructions to change signers on your Girl Scouts troop account. Do not go directly into the Wells Fargo Bank, to complete changes. All changes made to a Girl Scouts of Northern California (GSNorCal) troop bank account must be approved and completed by our council.

Send the Change of Signer's request form via US mail to:

**GSNorCal, Member Services, 1310 S. Bascom Ave., San Jose, CA 95128**

Be sure to *snail mail* these documents to protect your sensitive personal information! **Do Not Email/Fax.**

**Questions?** Email: [banking@girlscoutsnorcal.org](mailto:banking@girlscoutsnorcal.org) or call during business hours: 1-800-447-4475 x2095

### Account Signers:

- There must be at least two signers on the account at all times, if your request to delete someone will leave one signer on the account, another volunteer will be required to be added onto the account in order to complete changes.
- All account signers must be registered, have a current background screening with GSNorCal and be affiliated with the troop associated with the bank account.
- Signer #1 / Key Executive must be designated as Troop Friends & Family and have completed the Troop Treasurer online training in the volunteer Learning Portal. All signers should be aware of the responsibilities of managing troop finances.
- Signer #2 should be registered as the Troop Leader.

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### Change of Signer's Process

- Forms can be submitted with all signers' information, or each signer can submit individually.
- Expired or missing membership or background screening and missing information will result in a delay in finalizing changes.
- GSNorCal will confirm receipt by email within three business days of receipt as well as the next steps in the process.
- Once your form is verified by council, stamped, and sent into Wells Fargo, an Addendum to Certificate Authority will be sent to all current, and added signers on the account via encrypted email.
- Changes will not be finalized until the Addendum to Certificate Authority is signed and returned to the San Jose council office.
- After changes have been finalized the new signers will receive a confirmation email.



# GSNorCal Troop Bank Account Change of Signers Request Form

Send this form via US Mail, please no faxes or emails, to:  
**Girl Scouts NorCal, Member Services, 1310 S. Bascom Ave., San Jose CA 95128**

Bank Account #: \_\_\_\_\_

Girl Scouts NorCal Troop #: \_\_\_\_\_

Please **“DELETE”** the following signer(s):

|            |                 |
|------------|-----------------|
| Full Name: | Address:        |
| Phone:     | City/State/Zip: |

|            |                 |
|------------|-----------------|
| Full Name: | Address:        |
| Phone:     | City/State/Zip: |

Please **“ADD”** the following signer(s):

Key Executive:  Yes  No (office use only)

|  |                  |             |
|--|------------------|-------------|
| Full Name:   | Phone:           | Email:      |
| Address:   | City/State/Zip:  |             |
| Date of Birth:   | 9 Digit SSN      | Employer:   |
| CA ID# (Drivers License)   | Issue Date:      | Exp. Date:  |
| Secondary ID (Check Type): <input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> Disc <input type="checkbox"/> Amex |                  | Exp. Date:  |
| Last 4 digits of card number _____ Name of Bank _____  |                  |             |
| I am a registered and background screened volunteer for Girl Scouts Nor Cal  | Signature: _____ | Date: _____ |

Key Executive:  Yes  No (office use only)

|  |                  |             |
|--|------------------|-------------|
| Full Name:   | Phone:           | Email:      |
| Address:   | City/State/Zip:  |             |
| Date of Birth:   | 9 Digit SSN      | Employer:   |
| CA ID# (Drivers License)   | Issue Date:      | Exp. Date:  |
| Secondary ID (Check Type): <input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> Disc <input type="checkbox"/> Amex |                  | Exp. Date:  |
| Last 4 digits of card number _____ Name of Bank _____  |                  |             |
| I am a registered and background screened volunteer for Girl Scouts Nor Cal  | Signature: _____ | Date: _____ |