

# GSNorCal Troop Bank Account Creation Packet

The following are the instructions to open a Girl Scout troop bank account with Wells Fargo Bank. Do not open an account directly with Wells Fargo Bank, or any other financial institution. Only Girl Scouts of Northern California (GSNorCal) troop bank accounts opened through this process are free of monthly service fees. Any fees associated with accounts created outside the process below will not be covered by GSNorCal.

Send the Bank Account Creation Form and the Temporary Loan Form (if requesting) 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.
- Signers must be unrelated (not members of the same family).
- All account signers must be currently registered, have a current background screening with GSNorCal and be affiliated with a troop.
- 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.

## Account Creation Forms

- Complete and mail the Troop Bank Account Creation and the Temporary Loan Form, if requesting.
- 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 account creation.
- GSNorCal will confirm receipt by email within three business days of receipt as well as the next steps in the process.

## Account Creation:

- An appointment must be made with a Wells Fargo representative and their contact information must be emailed to [banking@girlscoutsnorcal.org](mailto:banking@girlscoutsnorcal.org) 3 days prior to the appointment.
- All volunteers listed on the Bank Account Creation Form must be present at the appointment with 2 forms of ID each.

## Funding the Account:

- Once opened, the account must be funded with a minimum of \$25.00 or the account will be closed.
- For troops applying for a temporary loan, GS NorCal will fund the account within 3 business days of account creation.

Once the account is opened you will receive a notice from the bank advising you of account fees. Please disregard that part of the letter; this account will not have monthly service fees! The account does not provide free checks.



# GSNorCal Troop Bank Account Creation Form

Send the form and the Temporary Loan Form (if requesting) via US mail to:  
GSNorCal, Member Services, 1310 S. Bascom Ave., San Jose, CA 95128

Tax ID # 94-1551410 Account # \_\_\_\_\_ GSNorCal Troop #: \_\_\_\_\_

### Signer #1 Key Executive/Troop Treasurer

Full Name:	Phone:	Email:
Address:		City/State/Zip
Date of Birth:	9 Digit SSN	Employer:
CA ID# (Driver's License)	Issue Date:	Exp. Date:
Secondary ID (Check Type): __ Visa __ MC __ Disc __ Amex Please do not write account number		Exp. Date:
I am a registered and background screened volunteer for GSNorCal	Signature:	Date:

### Signer #2 Troop Leader

Full Name:	Phone:	Email:
Address:		City/State/Zip
Date of Birth:	9 Digit SSN	Employer:
CA ID# (Driver's License)	Issue Date:	Exp. Date:
Secondary ID (Check Type): ___ Visa ___ MC ___ Disc ___ Amex Please do not write account number		Exp. Date:
I am a registered and background screened volunteer for GSNorCal	Signature:	Date:

### Signer #3

Full Name:	Phone:	Email:
Address:		City/State/Zip
Date of Birth:	9 Digit SSN	Employer:
CA ID# (Driver's License)	Issue Date:	Exp. Date:
Secondary ID (Check Type): ___ Visa ___ MC ___ Disc ___ Amex Please do not write account number		Exp. Date:
I am a registered and background screened volunteer for GSNorCal	Signature:	Date:

# Temporary Loan Request

## One-Time Authorization Form

If your troop is unable to fund the newly formed account on the day of account creation, please request a short term loan from Girl Scouts of Northern California (GSNorCal). The temporary loan of \$25.00 is used as a place holder to open the account and to allow additional time for money to be deposited to prevent the account from being closed.

**Please note:** loaned funds are not to be spent. The loan will have a scheduled repayment date and will be automatically deducted in full on that date. If, for any reason, this automatic withdrawal results in an insufficient funds response to the repayment transaction, neither GSNorCal nor Wells Fargo will refund these fees. GSNorCal will contact you before and after your account is opened with instructions regarding the loan, funding the account and the repayment schedule.

**By completing and signing this form you:**

1. Authorize GSNorCal to credit your troop account with a temporary loan of \$25.00 within three business days of account opening.
2. Understand there will be a corresponding one-time debit of \$25.00 within 10 business days from the date the account was funded.
3. These are one-time credit and debit transactions and do not provide for any additional, unrelated debits or credits to the account.
4. Account signers acknowledge responsibility for all fees resulting from insufficient funds from the loan repayment until the loan is repaid.

**Primary Signer’s Authorization (please print)**

Full Name:	Date:
Address:	City/State/Zip
Phone:	Email:
Troop:	Position:
<b>Signature:</b>	

I certify that I am an authorized signer for the troop indicated above and I have authority to authorize these transactions on the troop’s behalf. The troop understands that because this is an electronic transaction these funds may be withdrawn from its account 10 business days after the funding date; and the troop will have limited time to report and dispute errors. If the transaction is returned for Non-Sufficient Funds (NSF) the troop understands that GSNorCal may, at its discretion, attempt to process the charge again within 30 days and agrees to an additional \$25 charge for each attempted returned NSF which will be initiated as a separate transaction from the authorized payment. Both parties agree to be bound by NACHA Operation Rules as they pertain to this transaction. The troop acknowledges that the origin of ACH transactions to its account must comply with the provisions of U.S. Law. The troop agrees not to dispute this transaction with its bank provided the transaction corresponds to the terms indicated in this authorization form.