

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 a clearly scanned copy of the Change of Signer's form via email to:

Email: info@gsnorcal.org

Questions? Email: banking@gsnorcal.org or call during business hours: 1-800-447-4475 x2095

Recommended Apps for Photo-to-PDF Scanning:

Scanner for Me (iOS), Scannable (iOS), CamScanner (Android)

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 must be added to the account in order to complete changes.
- All account signers must be Girl Scout members, have a current background check with GSNorCal and be affiliated with the troop associated with the bank account.
- Signer #1 / Key Executive must be designated as Troop Assistant Leader, Troop Helper, or Troop Treasurer 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.
- Forms must be signed in order to process. Electronic signatures are not accepted.
- The form needs to be properly and clearly scanned and emailed, as it will need to be re-scanned by council to send over to the bank. Blurry or shadowy scans cannot be accepted.

Change of Signer's Process

- GSNorCal will review the form for completeness and to confirm signers have a current Girl Scout membership and background check. Missing information and/or an expired or missing membership or background check will result in a processing delay.
- GSNorCal will stamp the form and submit it in a batch to Wells Fargo.
- Wells Fargo will send an update within 2 weeks with the names of the account's signers and Key Executives.
- The troop signers will receive an email informing them of next steps, including making an appointment with Wells Fargo.
- Signers will go to the appointment and sign papers to finalize the request.



GSNorCal Troop Bank Account Change of Signers Request Form

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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:	
Address:	City/State/Zip:	
Email:	Date of Birth:	
I am a registered and background screened volunteer for Girl Scouts Nor Cal	Signature:	Date:

Please **"ADD"** the following signer(s):

Key Executive: ___Yes ___No (office use only)

Full Name:	Phone:	
Address:	City/State/Zip:	
Email:	Date of Birth:	
I am a registered and background screened volunteer for Girl Scouts Nor Cal	Signature:	Date: