

GSNorCal Troop Bank Account Creation Packet

The following are the instructions to open a Girl Scout troop bank account. 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 Girl Scouts of Northern California.

Send a clearly scanned copy of the Bank Account Creation form
and Loan Authorization Form (if needed) to:

Email: info@gsnorcal.org

Questions? Email: banking@gsnorcal.org or call during business hours: 1-800-447-4475, ext. 2095

Recommended Apps for Photo-to-PDF Scanning:

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

Account Signers:

- Girl Scouts requires two un-related signers that have current Adult Membership to be listed on the account.
- There must be at least two signers on the account at all times.
- 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 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.

Account Creation Forms:

- Complete and send the Troop Bank Account Creation and the Temporary Loan Form, if requesting.
- Forms should be submitted with all signer's information and signatures.
- 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.
- If you are submitting form via email, the form needs to be properly scanned. Pictures of the form will not be accepted.

Account Creation:

- An appointment must be made with a Wells Fargo representative and their contact information must be emailed to banking@gsnorcal.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, GSNorCal 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.

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Tax ID # 94-1551410 Account # _____ GSNorCal Troop #: _____

Signer #1 Key Executive/Troop Treasurer

Full Name:		Phone:	
Address:		City/State/Zip:	
Email:		Date of Birth:	
I am a registered and background screened volunteer for GSNorCal	Signature:		Date:

Signer #2 Troop Leader

Full Name:		Phone:	
Address:		City/State/Zip:	
Email:		Date of Birth:	
I am a registered and background screened volunteer for GSNorCal	Signature:		Date:

Signer #3

Full Name:		Phone:	
Address:		City/State/Zip:	
Email:		Date of Birth:	
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:
Signature:	

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.