



How to Open a Bank Account

Once you have your troop number and two registered unrelated volunteers with approved background checks, your Regional Support Manager will help you establish a troop bank account:

You will need to complete the [Troop/SU Bank Account Request](#) form. To complete the form, you will report what bank you have chosen, the complete bank address, the names of the two signers who will be on the account, along with the name and the address where the bank statements will need to be mailed to.

The Regional Support Manager will prepare and send you a bank letter to print and take to the bank to open your account. Once the account is open, you will need to provide your Regional Support Manager with a [Payment Policy Agreement](#). All transactions between the NYPENN bank account and TROOP/SU bank accounts will be by an Automatic Clearing House.

- Many banks offer free checking to non-profit groups, find out from your service area leadership or Regional Support Manager which banks are frequently used by troops in your area.
- All troop funds must be deposited in a bank account entitled, "Girl Scouts of NYPENN Pathways, Inc. Troop/Group # _____" (5-digit troop number) and the address of the co-leader and/or one of the signers must be on the checks.
- Each troop checking account should be opened as a "non-profit" business account and must have two non-related signatories.
- The two signers for the checking account must be registered adults with Girl Scouts of the USA and have an approved background check.
- One signer should keep the checkbook and write the checks, the other signer should receive the bank statements.
- Because troop/group funds are the property of Girl Scouts, proper handling and accounting of the funds is imperative, including an annual report due May 30th of each year. All troop funds must be banked properly. At any time, parents and guardians may ask to see the troop finances.
- Additional documentation for banks:
 - o [Board Resolution](#)
 - o [501\(c\)\(3\) Status](#)
 - o Special Access