

Girl Scouts of the Jersey Shore

## Troop Bank Account Instructions

### ❖ Type of Account

Service free checking for a Not-for-Profit organization.

### ❖ Authorized Signers

Three signers are needed to open an account; preferably the troop leader, assistant leader and service unit designee all of which are not related.

One signature is required on the checks. Another signer should be the designated person to balance the checkbook.

### ❖ Tax Identification

Troops are authorized to use the Council's Federal Tax Exempt ID #EO-210-731-966/000 for the purpose of opening a bank account.

### ❖ Ordering Supplies

Minimum order of checks (personal size).

Name imprinted on check.

**Girl Scouts of the Jersey Shore Troop # (specify troop number)**

Do not print name, address, phone number or any additional personal information on the checks.