

Service Unit/Troop/Group Bank Account and Debit Card User Agreement

The purpose of this form is to provide the council's finance department with up-to-date service unit (SU)/troop/group bank account and debit card user information. This information will be kept on file with the Senior Troop Finance Liaison and a copy should remain with the SU Treasurer. If your SU/troop/group bank information changes during the year, a new form should be submitted to update those changes.

Service Unit: _____ Troop Number: _____
(If you are filling this form out for a service unit bank account, leave troop/group number blank.)

Date Account Opened: _____ Financial Institution Name: _____

Bank Routing Number: _____ Bank Account Number: _____

Bank Account and Debit Card User Agreement

- All SU/troop/group funds are to be kept in the above bank account.
- Troop/group financial reports will be submitted on May 31 annually; SU financial reports will be submitted on June 30 annually. The most current bank statement, supporting documentation and receipts should be attached.
- Use of cash should be avoided by the SU/troops/group when possible.
- SU/troops/groups are allowed up to two debit cards per bank account. The cardholder must be an authorized signer.
- If a debit card is lost or stolen, please contact your banking institution immediately for instructions to report and replace the debit card. Please also contact the SU Treasurer and/or Senior Troop Finance Liaison to inform them of the situation.

As an authorized SU/troop/group signer on this bank account, I agree to take responsibility for the financial wellbeing of this account. I am responsible for:

- All cash turned into the SU/troop/group.
- For all cookies and fall product money that I accept on behalf of the SU/troop/group.
- Keeping detailed (not summary) receipts for all financial transactions.
- For any and all purchases made with SU/troop/group funds.
- Using the card issued to me only for authorized Girl Scouts — Diamonds purchases.
- Allowing council staff view only rights to the above bank account.

Authorized signers and debit card users, if applicable:

Printed Name	Signature	Last 4 digits of Debit Card	Type (SU, T, G)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please add additional signers on back of this form. Signer type is 'SU' for service unit, 'T' for troop and 'G' for group.