

**Girl Scouts - Lone Star Council
TROOP BANK ACCOUNTS**



Request Form for New ____ Changing ____ Closing ____

Complete this form and return to the service center before opening/changing/closing an account. Leaving off any information will delay request. Once this form is submitted, a letter is forwarded to the bank authorizing the request. On a closed account, the money remaining will be sent to the service center. The MDE will forward the money remaining in the closed account to the new leader or the Service Unit Director in the service unit.

Troop Number: _____ DY _____ BR _____ JR _____ CD _____ SR _____

Service Unit Name: _____

Bank Name: _____

Bank Mailing Address: _____

City, Zip: _____

Bank Contact Person: _____ Bank Fax Number: (_____) _____

Account Number (only if existing acct.): _____

Account Signers:

Needs two troop names and the service unit director's or service unit treasurer's name who will sign on this account. Include birth-dates – month/day/year (example: 02/4/51).

Troop Leader _____ / ____ / ____ TDL# _____

Print Name

_____ / ____ / ____ TDL# _____

Print Name

Service Unit Director or _____ / ____ / ____ TDL# _____

Service Unit Treasurer *Print Name*

Please mail bank statement to:

Name: _____

Mailing Address: _____

City, Zip: _____

Person Requesting: _____ Day Phone Number: (_____) _____

Do you have a fax number? If yes, (_____) _____

Does the bank need Tax ID #? _____ No _____ Yes

Mail or fax this form to: **Girl Scouts - Lone Star Council**
ATTN.: Finance Department
PO Box 15385
Austin, TX 78761
Fax: 512-458-2390