

It's important to manage troop finances responsibly, track spending, and keep good records.
After all, girls and families work hard to raise their troop funds!

Step 1: Pick your 2 (or more) bank account co-signers.

In order to safeguard Girl Scout funds, every Girl Scout troop must establish a troop bank account with 2 or more co-signers.

Bank Account Signer Criteria

- Must be a registered Girl Scout Member for the current year
- Must have completed a Background Check and been found eligible to volunteer
- Must not be related to, living with, or in a relationship with any other account signer
- Have no outstanding balance with GSNETX

Step 2: Choose where to bank & ask for a contact person.

Important: You won't actually need to physically go to the bank until Step #4 but you will need to select one before requesting to open your bank account.

You can decide what bank you would like to use for your bank account. Once you've selected your bank, you'll want to get the name and contact information (especially email address) of a bank employee who helps set up new accounts.

Be sure to research the fees and rules associated with the bank and type of account that you choose. You can check your Service Unit (SU) Team (local area volunteers) to find out which banks are easy to work with in your local area. Sometimes smaller banks can be more fee-friendly to non-profits. GSNETX does not currently endorse any specific banks but below is a list of suggestions:

American National Bank	Point Bank
Bank of the Ozarks	Landmark Bank
BB&T	Legacy Texas Bank
BBVA Compass	Veritex Community Bank
Capital One	Local Credit Unions

Step 3: Request to open a new bank account

After selecting the bank and getting a contact person, complete this online form to request to open a new bank account: <https://secure.gsnetx.org/bankaccountopen/>.

After you submit your request, it can take up to three business days for GSNETX staff to review and process it. The bank employee will then get an email with a letter granting permission to open the bank account. You will receive an email notifying you that this step has been completed.

Step 4: Open the account at the bank

All co-signers will need to go into the bank together to officially open the account.

Step 5: Register your bank account

Once you have been approved by GSNETX and opened your troop bank account, you must register the bank account. This authorizes GSNETX to perform ACH transactions for payments toward product sales programs and rebates. Complete this online form to register your bank account:

<https://secure.gsnetx.org/bankaccount/>.