



Dear Banking Institution:

Girl Scout volunteers are presenting this letter to you so they may set up a bank account with your institution. In Girl Scouting, we refer to troops, service units, or other local areas as subordinate units. The bank accounts set up by these groups are then referred to as subordinate unit bank accounts. These accounts are set up under the tax identification number of our Girl Scout council, but they are used by the subordinate unit, not the council, to conduct their own Girl Scout business.

Attached is the Girl Scouts Spirit of Nebraska Board Resolution which are approved guidelines for Subordinate Unit Bank Accounts. Below are instructions on how to set up a bank account for a subordinate unit.

When setting up a subordinate unit bank account, please use the tax identification number of Girl Scouts Spirit of Nebraska. That number is 47-0432299.

The accounts should be set up with Girl Scouts Spirit of Nebraska on the first line, Troop# on the second line:

Girl Scouts Spirit of Nebraska

Troop #

Signers:

Council Tax ID # 47-043229

The mailing address and telephone number on the account should also be for the subordinate unit (troop co-leader). That way, bank statements go to the appropriate Girl Scout volunteers and not directly to the council office.

Spirit of Nebraska requires at least two registered adult volunteers and the Troop Support Specialist (Spirit of Nebraska staff) serving that area to be authorized signers on the account. Spirit of Nebraska requires only one signature on checks and money withdrawals. Subordinate units are allowed to have a debit card connected to the account if they wish. Subordinate units may not use credit cards or acquire debt.

Please have the signature card signed by the volunteers. Then mail the signature card to the staff person in our office (the Troop Support Specialist) to obtain her signature or ask the Troop Support Specialist to come into your bank to sign it. We do not want documents containing the Troop Support Specialist's personal information leaving your bank with the leaders/volunteers. If at all possible, please do not pre-print the SSN or date of birth of our Troop Support Specialist on your signature card or other new account documents. If your system allows "on file" or something similar, that would be ideal.

If your institution requires copies of any documents (a W-9 for Spirit of Nebraska, our tax exempt letter from the IRS, or a listing of statewide Troop Support Specialists), please contact Troop Finance at (800) 695-6690 or via e-mail at troopfinance@girlscoutsnebraska.org.

Yours in Girl Scouting,

A handwritten signature in black ink that reads "Kathleen Frazer". The signature is written in a cursive, flowing style.

Kathleen Frazer
Chief Financial Officer