



Troop: _____
Service Unit: _____
Date: _____

Service Unit or Troop Bank Account Request

Bank Account Closure Form

When completing this form, either print legibly or type in the requested information. Incomplete forms or illegible forms will be delayed or returned.

The procedures for closing a bank or credit union account for a Troop or Service Unit on behalf of Girl Scouts of Central Texas are as follows:

- **Troop Bank account:**
 - When closing a troop account, the official Service Unit Signer will close out the bank account after the troop has submitted a final Troop Financial Report to the SU Treasurer, along with a list of girls who are remaining in Girl Scouts, along with a Troop Disbandment Worksheet listing the girls who are remaining in Girl Scouts.
 - Unused Troop monies will be moved into the respective SU account and held for one year until it is determined if any girls are remaining in Girl Scouts.
 - If any of the girl(s) join another troop, then a portion of money will follow her (them) to the new troop. The portion of money is determined by the number of registered girls when the troop disbanded by the amount of money left in the troop's account.
 - Prior to disbanding, the troop/group may decide to donate any unused funds to Council (FoGS), to another worthwhile organization, to another group, or for girl activities.
 - Troop funds do not become the property of any individual, girl, or adult.
 - Troop supplies, troop records, and all financial records will be turned over to the SU Director within one week of the troop disbandment.
- **Service Unit account:**
 - When closing a SU bank account, please contact GSCTX at the phone number listed below.
- If you have questions or concerns, please direct them to Customer Care at customercare@gscctx.org or (800)733-0011.
- Our tax ID# is 74-1109644. Please refer to this ID number only in regard to banking transactions on this account.
- Thank you for your prompt attention to this matter.
- Please allow one week for processing.

BANK INFORMATION	
Bank Name: _____	
Bank Mailing Address: _____ City: _____ Zip: _____	
Bank Contact Person: _____	
Bank Phone #: _____ Bank Fax #: _____	
ACCOUNT ACTION	
<input type="checkbox"/> Close Bank Account # _____	Amount of Funds in account \$ _____ as of _____ (Date)
SIGNERS ON THIS ACCOUNT ARE:	
Position	Full Legal Name: (If unknown, type in 'unkown')
Troop Leader	
Co-Signer	
SU Treasurer	
SU Director	
PERSON MAKING REQUEST	
Name: _____ Position: _____	
Mailing Address: _____ City: _____ Zip: _____	
Email Address: _____ Phone # _____	
REQUIRED COUNCIL SIGNATURE	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-top: 1px solid black; padding-top: 5px;">PAULA BOOKIDIS, CEO</div> <div style="width: 45%; border-top: 1px solid black; padding-top: 5px;">DATE</div> </div>	