



**Girl Scouts of Greater Chicago
and Northwest Indiana**

222 S. Riverside Plaza
Suite 2120
Chicago, Illinois 60606
Phone: 312-416-2500
Fax: 312-416-2932
www.girlscoutsgcnwi.org

September 1, 2008

Dear Administrative Volunteer,

Joining together seven Girl Scout councils to form one amazing council will offer more Girl Scout opportunities to girls than we can begin to imagine. Thank you for your help in this incredible transition, especially your leadership as an administrative volunteer.

While we wish that every part of the realignment transition could be simple and easy, we know that sometimes it involves additional work to implement consistent practices.

An important component to address during this time is the impact on the banking for Girl Scout service units, associations, and VISTAs. The following steps are necessary for your administrative bank account(s) to transition to Girl Scouts of Greater Chicago and Northwest Indiana. Girl Scout bank accounts, opened under your previous Girl Scout council name, must be changed to maintain legal requirements. The finance group is available to answer questions and clarify instructions; however, please understand that hands-on efforts have to be taken by the volunteers appointed in the service unit/association/VISTA because they are the signers on the account.

Steps Required

1. All Girl Scout bank accounts in the Girl Scouts of Greater Chicago and Northwest Indiana's jurisdiction must be opened under the new council's name and federal tax identification number **36-3871241**.

a) The proper account name is:

**Girl Scouts of Greater Chicago and Northwest Indiana
XX-Service Unit or XX-Association or XX-VISTA #### or name**

(NOTE: XX before service unit/association/VISTA is explained in 'c' below.)

b) Bank statements are to be sent to the home address of a person designated with the service unit/association/VISTA, not to the Girl Scouts of Greater Chicago and Northwest Indiana's corporate address.

c) To avoid the possibility that two service units in different regions would establish an account with the same bank, there is a new labeling system:

- Each legacy Girl Scout council will start with the letters identifying the regional area.

The letters assigned to the former Girl Scout councils are:

Calumet	MV	Prairie Winds	LS
Chicago	CH	South Cook	HW
Drifting Dunes	MV	Trailways	JO
Illinois Crossroads	VH		

Examples: CH_Service Unit #660
VH_VISTA #4
HW_Association Sycamore

- d) A service unit/association/VISTA may check with their bank to see if a transfer of information can be done on the existing bank account to reflect it's new designation, the new name of the Girl Scout council, and federal tax identification number. If transfer is permitted, provide the bank with the new information.
 - e) If service units/associations/VISTAs are unable to change their current account, the account must be closed (after all outstanding items have cleared), and a new account opened.
 - f) All bank accounts need a minimum of two registered, unrelated adults as signers.
- 2) Information about each Girl Scout service unit's/association's/VISTA's bank account is to be sent to the appropriate regional service center within five business days of opening the bank account. This will assist staff when there are banking questions. Each unit is to complete the Bank Information Submission form (attached), which provides bank account information for the council's master records.
- 3) Banks need a variety of documentation to open or change accounts:
- a) The USA PATRIOT Act of 2001 requires banks to know their customers. Consequently, volunteers must provide their social security numbers to be signers on accounts. The bank account needs to be "in care of" the adult volunteer filling the geographic area position (e.g., finance liaison, finance ambassador).
 - b) Attached to this packet are materials that financial institutions may request:
 - A W-9 to be used for opening the bank account.
 - Bank Information Submission form to be returned to the appropriate regional service center.
 - Bank authorization letter

If a bank needs additional information, please have them contact the finance group at finance@girlscoutsgcnwi.org. Information will be faxed, e-mailed, or mailed within 24 hours.

Sincerely,

Finance Group

Girl Scouts of Greater Chicago and Northwest Indiana



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Bank Information Submission

- Service Unit Designation
- Association Designation
- VISTA Designation

Regional Service Center

Bank Name

Bank Address

Account Number

Account Signers
(There must be 2 registered, unrelated adult signers)

1.

2.

Date Account Opened

Name of Person Completing this Form

This form is to be faxed or mailed to the appropriate regional service center within five business days of opening a bank account or changing important information.

Please see addresses and fax numbers on back of this sheet.

Chicago Regional Service Center

Address: Girl Scouts of Greater Chicago and Northwest Indiana
Chicago Regional Service Center
222 S. Riverside Plaza, Suite 2120
Chicago, IL 60606

Fax: 312-416-2932

Homewood Regional Service Center

Address: Girl Scouts of Greater Chicago and Northwest Indiana
Homewood Regional Service Center
1005 175th Street
Homewood, IL 60430

Fax: 708-957-8506

Joliet Regional Service Center

Address: Girl Scouts of Greater Chicago and Northwest Indiana
Joliet Regional Service Center
1551 Spencer Road
Joliet, IL 60433

Fax: 815-723-3479

Lisle Regional Service Center

Address: Girl Scouts of Greater Chicago and Northwest Indiana
Lisle Regional Service Center
2400 Ogden Avenue, Suite 400
Lisle, IL 60532

Fax: 630-544-5999

Merrillville Regional Service Center

Address: Girl Scouts of Greater Chicago and Northwest Indiana
Merrillville Regional Service Center
8699 Broadway
Merrillville, IN 46410

Fax: 219-795-1224

Vernon Hills Regional Service Center

Address: Girl Scouts of Greater Chicago and Northwest Indiana
Vernon Hills Regional Service Center
650 N. Lakeview Parkway
Vernon Hills, IL 60061

Fax: 847-573-0400



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September 1, 2008

Dear Sir or Madam:

Please accept this letter as authorization for your bank to open a checking account for

Girl Scouts of Greater Chicago and Northwest Indiana

Service Unit _____ or Association _____ or VISTA _____.

The adult volunteers responsible for financial matters are _____

and _____.

The bank account is to be opened in the name Girl Scouts of Greater Chicago and Northwest Indiana with the Girl Scout administrative unit (service unit, association, or VISTA) and appropriate designation depicted on the face of the check. There are to be minimally two signers on the account. This account will use the federal tax identification number 36-3871241. The address on the account must be that of one of the signers.

If you have any questions regarding this request or need additional information, please contact our finance group at finance@girlscoutsgcnwi.org.

Sincerely,

Finance Group

Girl Scouts of Greater Chicago and Northwest Indiana