



## Opening a Troop Bank Account at Wells Fargo

When you are ready to open a troop bank account or make changes to signers on the troop bank account, just email [troopbanking@sdgirlscouts.org](mailto:troopbanking@sdgirlscouts.org).

- Subject line – **SU(6xx)/TROOP#### (description of banking request)**
- Provided the following information
  - Wells Fargo Branch Location Name and Address (ATMs/Locations locator link at [www.wellsfargo.com](http://www.wellsfargo.com))
  - Primary Signer/Troop leader name, address, phone number (*must be* registered adult member, background check completed and cleared)
  - Secondary Signer name, address, phone number (*must be* registered adult member, background check completed and cleared *and* not related to primary signer)

An “Account Open Request Authorization” form will be emailed and mailed to you with your next steps to complete the new account process.

### Girl Scouts San Diego troop/group bank accounts:

- All troop/group bank accounts must have **two** non-related signers.
- Signers must be registered members of Girl Scouts and have completed and cleared background check.
- Although troops with \$0 or less than \$50 can open an account, an initial deposit must be made within 30 days of the account opening and any account with a zero balance for 30 days is subject to closure.
- Please allow 5-7 business days to receive your ATM/debit cards.