



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.

- 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)
 - 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.