

Troop Bank Account Guidelines & Tips

To start an account:

1. GSEM requires two (2) non-related registered and background checked (CORI) adults to be signers for the troop checking account.
2. Select the bank and branch location that you will use. Ask about free checking accounts.
3. Go to www.gsema.org/webforms/troop-banking.html to request your authorization letter.
4. Upon receipt of your request and verification of membership, a signed authorization letter will be mailed to the first signer on the account. *Please note: that the normal processing time is about 2 weeks from receipt of your request.*
5. Both signers must be present in person to open the account. Have with you the authorization letter and proof of identification.
6. Checks should be printed as detailed below with the address of the first signer. Debit Cards should have same information (i.e., Girl Scouts of Eastern Massachusetts, Troop #XXXXX)

Girl Scouts of Eastern Massachusetts, Inc. Troop #XXXXX [volunteer's address] 123 Main Street [volunteer's city, state, zip] Anywhere, MA 01234

Your Financial Responsibilities:

- You are required to submit a year-end financial report to council no later than June 15. Ask your Service Unit Treasurer or Membership Specialist for a copy of the form.
- Please inform GSEM of any changes made to your troop bank account.
 - a. **If you choose to discontinue in your role as troop leader but the troop remains active**, you must remove your name from the account. The new troop volunteers must resubmit the [Request for Troop Bank Account](#) to GSEM with names of new signers.
 - b. **If your troop disbands**, you must close the account and forward the balance to council. The funds do not belong to individual girls or volunteers and should not be returned to them.

For more information regarding the **management of your troop's finances** please review [Volunteer Essentials](#), Chapter 5.

Please read GSEM's [Volunteer Policies](#) to **ensure you are acting in compliance** with all financial policies and procedures.

For **questions regarding troop accounts** and/or financial policies, please email customercare@gsema.org.

BOSTON
 95 Berkeley Street
 Boston, MA 02116
 T 617 482 1078
 F 617 482 9045

MIDDLEBORO
 111 East Grove Street
 Middleboro, MA 02346
 T 508 923 0800
 F 508 923 7676


ANDOVER
 143 Abbot Street
 Andover, MA 01810
 T 978 269 6651
 F 978 809 3488

WALTHAM
 265 Beaver Street
 Waltham, MA 02452
 T 781 893 6113
 F 781 893 0022

Certificate of Exemption

This Certificate of Exemption enables you to purchase supplies for the troop tax free. Make photocopies of this certificate and give it to the volunteers who purchase supplies for your troop. Be sure to keep one with your troop check book (or de bit card), too. Please note: some stores may want to keep a copy on file, so it is good to carry an extra one.

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	Form ST-2 Certificate of Exemption	Massachusetts Department of Revenue
<p>Certification is hereby made that the organization herein is an exempt purchaser under General Laws, Chapter 64H, section 6(d) or (e). All purchases of tangible personal property by this organization are exempt from taxation under said chapter to the extent that such property is used in the conduct of the business of the purchaser. Any abuse or misuse of this certificate by any tax-exempt organization or any unauthorized use of this certificate by any individual constitutes a serious violation and will lead to revocation. Willful misuse of this Certification of Exemption is subject to criminal sanctions of up to one year in prison and \$10,000 (\$50,000 for corporations) in fines.</p>		
GIRL SCOUTS OF EASTERN 95 BERKELEY ST SUITE 404 BOSTON MA 02116	EXEMPTION NUMBER 042 703 281 ISSUE DATE 01/02/16 CERTIFICATE EXPIRES ON 01/02/25	

NOT ASSIGNABLE OR TRANSFERABLE

COMMISSIONER OF REVENUE

ST-2