

## NEW TROOP BANK ACCOUNT INFORMATION INSTRUCTION SHEET

Please read the following steps to start a new Troop Bank Account that denotes Girl Scouts of North East Ohio as your council:

- 1) Turn your troop number in to a 5-digit number. This number is only for banking purposes to eliminate duplication and is not to be discussed with the girls. Each service center of GSNEO has been assigned a number that will be followed by zeros to convert to a 5-digit number:

West Service Center = 5  
South Service Center = 6  
North Service Center = 7  
East Service Center = 8  
Central Service Center = 9

For example: For Troop #59 in North Service Center is **70059**

For example: Troop #1445 in South Service Center is **61445**

- 2) All troop accounts are the property of Girl Scouts of North East Ohio. Accounts must be worded: "Girl Scouts of North East Ohio, Troop # \_\_\_\_\_ (5-digit number to denote service center location).
- 3) Take a copy of GSNEO's W-9 form (attached) to the bank to provide the accurate Federal Tax Identification number. The tax identification number on the account is the same for all regions of GSNEO.
- 4) All signers on the account must provide a social security number, a driver's license/state identification and an in-office signature to complete the bank paperwork.
- 5) Each signer on the account must be a current registered Girl Scout adult volunteer.
- 6) Turn in your completed New Troop Bank Account Information form (attached) to your Membership Development Specialist, Service Unit Director or the front desk of your region's service center.
- 7) For more detailed banking questions, contact the Corporate Office Finance Department at 1-800-852-4474 extensions 154 or 145.



**NEW TROOP BANK ACCOUNT INFORMATION FORM**

**IMPORTANT** → Complete this form and submit to the regional service center designated for your troop. Forms cannot be accepted at other centers.

- Girl Scouts NEO Central Region  
345 White Pond Dr  
Akron, OH 44320  
330-864-5720 (fax)
- Girl Scouts NEO North Region  
19201 Villaview Rd  
Cleveland, OH 44119  
216-692-4060 (fax)
- Girl Scouts NEO South Region  
1010 Applegrove St  
N Canton, OH 44720  
330-499-4475 (fax)
- Girl Scouts NEO East Region  
980 Warren Ave  
Niles, OH 44446  
330-544-7959 (fax)
- Girl Scouts NEO West Region  
6111 S Broadway  
Lorain, OH 44053  
440-233-7393 (fax)

Girl Scouts of North East Ohio is required to have information on file about all bank accounts registered in the name of Girl Scouts. Complete the information below so that current and accurate records can be maintained. Please read directions provided on the Instruction Sheet carefully.

**TROOP INFORMATION**

Region \_\_\_\_\_ Service Unit \_\_\_\_\_ Troop # \_\_\_\_\_

Leader Name \_\_\_\_\_ Phone \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

**BANK INFORMATION**

*All troop accounts are the property of Girl Scouts of North East Ohio.*  
**Federal Tax ID #: 34-0726094**  
**Accounts must be worded: "Girl Scouts of North East Ohio, Troop # \_\_\_\_\_" (use 5-digit number)**

Bank \_\_\_\_\_ Phone \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Checking Account # \_\_\_\_\_

Savings Account # \_\_\_\_\_

**SIGNATURE NAMES ON ACCOUNT**

*All signers on the account must be currently registered Girl Scout adult volunteers.*

Print Name \_\_\_\_\_ Phone \_\_\_\_\_

Print Name \_\_\_\_\_ Phone \_\_\_\_\_

Print Name \_\_\_\_\_ Phone \_\_\_\_\_

Key: West Service Center = 5    South Service Center = 6    North Service Center = 7    East Service Center = 8    Central Service Center = 9

## Request for Taxpayer Identification Number and Certification

**Give form to the  
requester. Do not  
send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ..... <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
or
Employer identification number

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,