



Dear Banking Institution:

Girl Scout volunteers are presenting this letter to you so they may set up a bank account with your institution. In Girl Scouting, we refer to troops, service units, or other local areas as subordinate units. The bank accounts set up by these groups are then referred to as subordinate unit bank accounts. These accounts are set up under the tax identification number of our Girl Scout council, but they are used by the subordinate unit, not the council, to conduct their own Girl Scout business.

When setting up a subordinate unit bank account, please use the tax identification number of Girl Scouts - Spirit of Nebraska. That number is 47-0432299.

The accounts should be titled so "Girl Scouts – Spirit of Nebraska" is on the first line. The specific name of the subordinate unit (troop, service unit, local area, etc.) should be listed on the second line.

The mailing address and telephone number on the account should also be for the subordinate unit. That way, bank statements go to the appropriate Girl Scout volunteers and not directly to the council office.

Spirit of Nebraska requires at least two registered adult volunteers and the Membership Specialist (Spirit of Nebraska staff) serving that area to be authorized signers on the account. Spirit of Nebraska requires only one signature on checks and money withdrawals. Subordinate units are allowed to have a debit card connected to the account if they wish. Subordinate units may not use credit cards or acquire debt.

Please have the signature card signed by the volunteers. Then mail the signature card to the staff person in our office (the Membership Specialist) to obtain her signature or ask the Membership Specialist to come into your bank to sign it. We do not want documents containing the Membership Specialist's personal information leaving your bank with the leaders/volunteers. If at all possible, please do not pre-print the SSN or date of birth of our Membership Specialist on your signature card or other new account documents. If your system allows "on file" or something similar, that would be ideal.

If your institution requires copies of any documents (a W-9 for Spirit of Nebraska, our tax exempt letter from the IRS, or a listing of statewide Membership Specialists), please contact Tina Weiler at (402) 779-8216 or via e-mail at tweiler@girlscoutsnebraska.org.

Yours in Girl Scouting,

A handwritten signature in black ink, appearing to read "Jodi M. Prewitt". The signature is fluid and cursive, with a large initial "J" and "P".

Jodi M. Prewitt
Chief Financial Officer