



## Authorization for New Troop Account and Changes to Troop Account

Please allow 5 business days for processing. Processing may be delayed if information is not complete.  
Download this form and reopen from the saved location prior to entering information.

The troop leader must complete this form after Troop Authorization has been approved. There must be at least two **unrelated** signers on the account (Service Unit Auditor may not be on account). Email the completed form to [troopaccounts@cbgsc.org](mailto:troopaccounts@cbgsc.org). You may also fax it (302-456-7188) or mail to GSCB, Attn: Troop Account Authorization – Michelle Watson, 225 Old Baltimore Pike, Newark, DE 19702. Send a copy of this form to the Service Unit Auditor.

New Account                      Account Change

Service Unit #: \_\_\_\_\_ Troop #: \_\_\_\_\_ Account # \_\_\_\_\_

Statement Mailed to Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signers to be Added	Phone Number	Address & Email
Signers to be Removed	Phone Number	Address & Email

Bank Name: \_\_\_\_\_

Bank Location: \_\_\_\_\_

Bank Contact: \_\_\_\_\_

Bank Email: \_\_\_\_\_

Bank Fax: \_\_\_\_\_

Bank Phone Number: \_\_\_\_\_

A letter and backup documentation will be sent to the bank contact and the troop leader or the service unit will be notified.

