

# LETTER OF AUTHORIZATION

Girl Scouts of Middle Tennessee

Complete this form if your bank requires a letter of authorization to open a troop bank account. Please allow *one week* upon receipt of this form for your Letter of Authorization to be ~~delivered~~ <sup>delivered</sup> to the designated recipient.

## TROOP INFORMATION

Troop #: \_\_\_\_\_ Service unit #: \_\_\_\_\_

## AUTHORIZED SIGNATURES

*You must print the names of two adult troop members and your service unit manager as signers on the account.*

Adult troop member #1

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Position: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Adult troop member #2

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Position: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Service Unit Manager

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

## BANK CONTACT INFORMATION

Name of bank where account will be opened: \_\_\_\_\_

Name of bank contact person: \_\_\_\_\_

Bank contact person's phone: (\_\_\_\_) \_\_\_\_\_

I ask Girl Scouts to please  mail  email or  fax this letter of authorization to:

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

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

## SUBMISSION INSTRUCTIONS

*Once we have received this form, allow at least one week for your letter of authorization to be faxed, mailed or emailed to the designated recipient above.*

Submit completed form to your area Girl Scout Membership Manager

- For membership manager contact information, visit [www.gsmidttn.org](http://www.gsmidttn.org) >who we are>contact>contact directory>membership.
- Email [info@gsmidttn.org](mailto:info@gsmidttn.org)
- Fax to: (615) 460-0255

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