

April 11, 2005

Attn.: Branch Manager

To ensure that troop financial responsibility is maintained, all Girl Scouts of Black Diamond troop accounts need to be setup according to the following procedures:

1. This accounts should be opened in the name of Girl Scouts of Black Diamond Council Troop # \_\_\_\_\_.
2. The statements should be sent to the responsible volunteer.  
DO NOT send statements to Girl Scouts of Black Diamond Council, 210 Hale Street, PO Box 507, Charleston WV 25322-0507.
3. The TAX ID # is 55-0420373. We are a non-profit, tax exempt organization under IRS Section 501(c)3.
4. Two signatures are required for all withdrawals. If this is not possible without a service charge, then the bank can require only one.
5. Four signatures are required for a troop bank account, any two of which can be used for withdrawals.

The four signatures for this account will be:

Troop Leader  
Assistant Leader or Other Registered Adult  
Service Unit Administrator or Treasurer  
Roberta Richmond, Chief Financial Officer

Thank you for your assistance in this matter.

Sincerely,

Roberta Richmond  
Chief Financial Officer