

Your Mobile Troop Bank Account



Did you know? Girl Scouts of Kentucky's Wilderness Road is a preferred partner of University of Kentucky Federal Credit Union! Together we are offering Troop Leaders and Volunteers access to council-wide mobile banking! GSKWR and UKFCU know and understand the incredible benefits of starting your financial journey early, and we are proud to be able to give every Girl Scout in Kentucky the opportunity to gain money smarts that will last her a lifetime and the building blocks for her bright financial future.

Frequently Asked Questions:

- **How do I open a Troop Bank Account through UKFCU?**

Start by visiting www.ukfcu.org/girl-scouts. Here you will find a list of what you will need to get started! You can access this site from a computer or your phone! *(Step by Step instructions start on page 2)*

- **Where can I find an EIN certificate from the IRS?**

You will only need this certificate if you are applying for an account at one of UKFCU's 6 branch locations*. If you are completing your Mobile Troop Bank Account application online this information is already included for you!

- **Where can I find the GSKWR Authorization form?**

You will only need an Authorization form if you are applying for an account at one of UKFCU's 6 branch locations.* If you are completing your Mobile Troop Bank Account application online this information is already included for you!

**please contact the council at troopsupport@gswrc.org if you will be applying at a UKFCU branch.*

**Learn more
about Girl Scout
Youth Accounts
@
[www.ukfcu.org/
girl-scouts](http://www.ukfcu.org/girl-scouts)**

Getting started with your Mobile Troop Bank Account

Volunteers will go to the UKFCU website: <https://www.ukfcu.org/girl-scouts>

Choose the following option:

blocks for her bright financial future.

TROOP LEADER ACCOUNTS

Here's what you'll need to get started with your Troop Leader Account:

- ✓ EIN certificate from the IRS
- ✓ Completed Girl Scouts of KY Wilderness Road Authorization form
- ✓ Valid ID and Social Security number for each authorized signer
- ✓ Identifying information and valid ID for the controlling person of the Girl Scout Troop
- ✓ Local? We can't wait to meet you at one of our six [branch locations!](#)

NOT LOCAL? APPLY ONLINE

On the next screen enter your name and email address as well as the secondary signer's name and email address (Only two signers per account will be permitted):

PowerForm Signer Information

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Member 1

Your Name: *

Your Email: *

Please provide information for any other signers needed for this document.

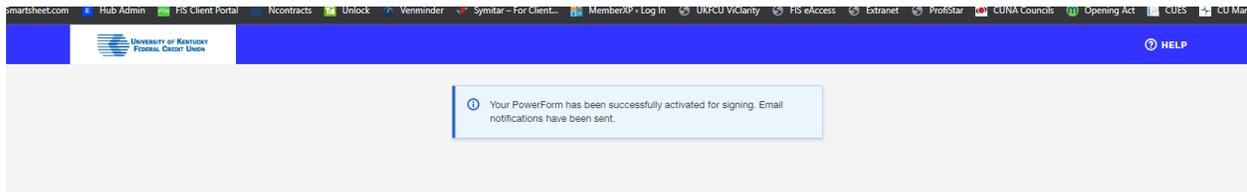
Member 2

Name:

Email:

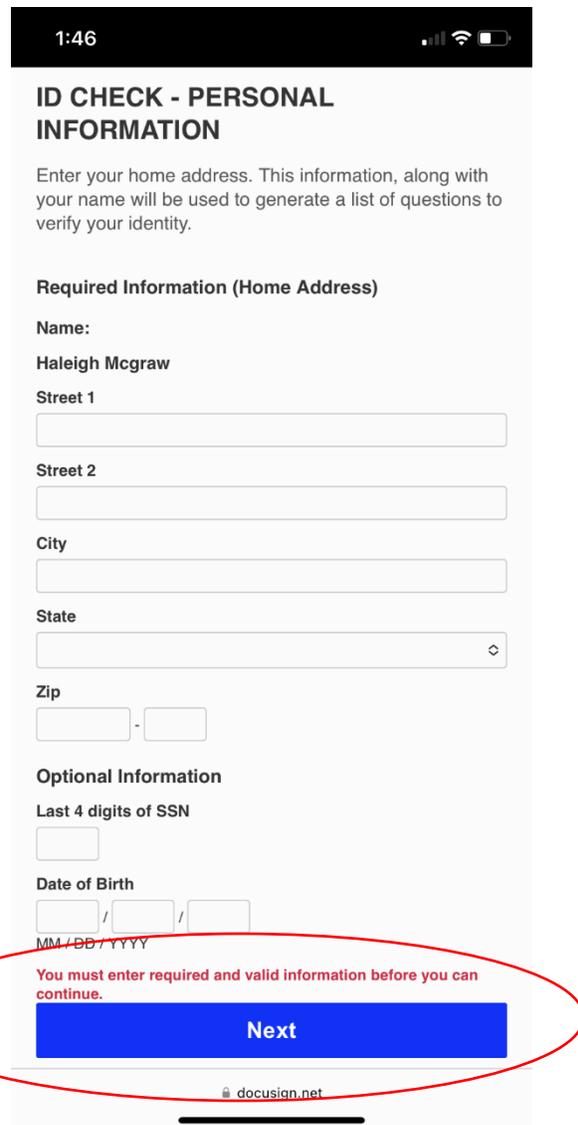
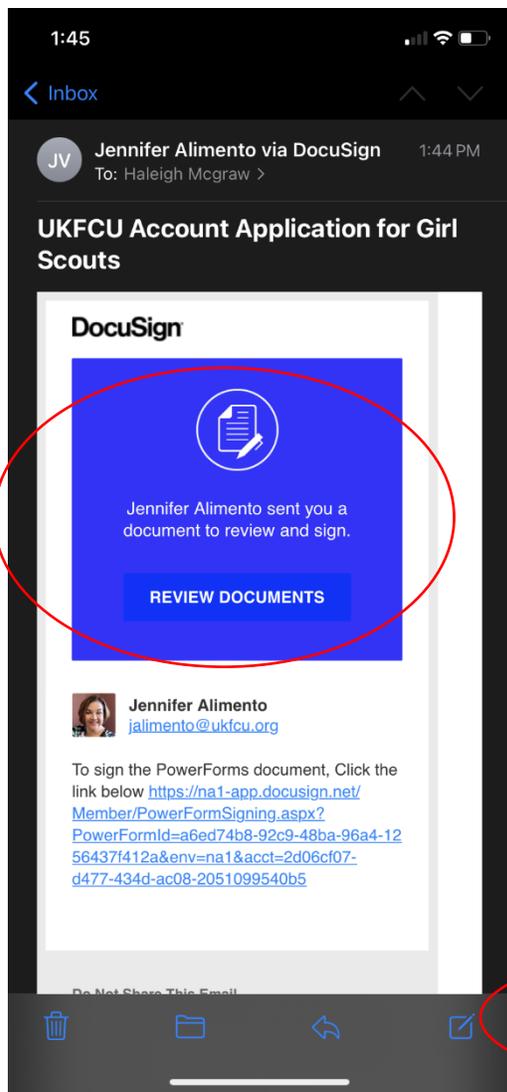
BEGIN SIGNING

Once you click “Begin Signing”, an email will go out to both listed email addresses.

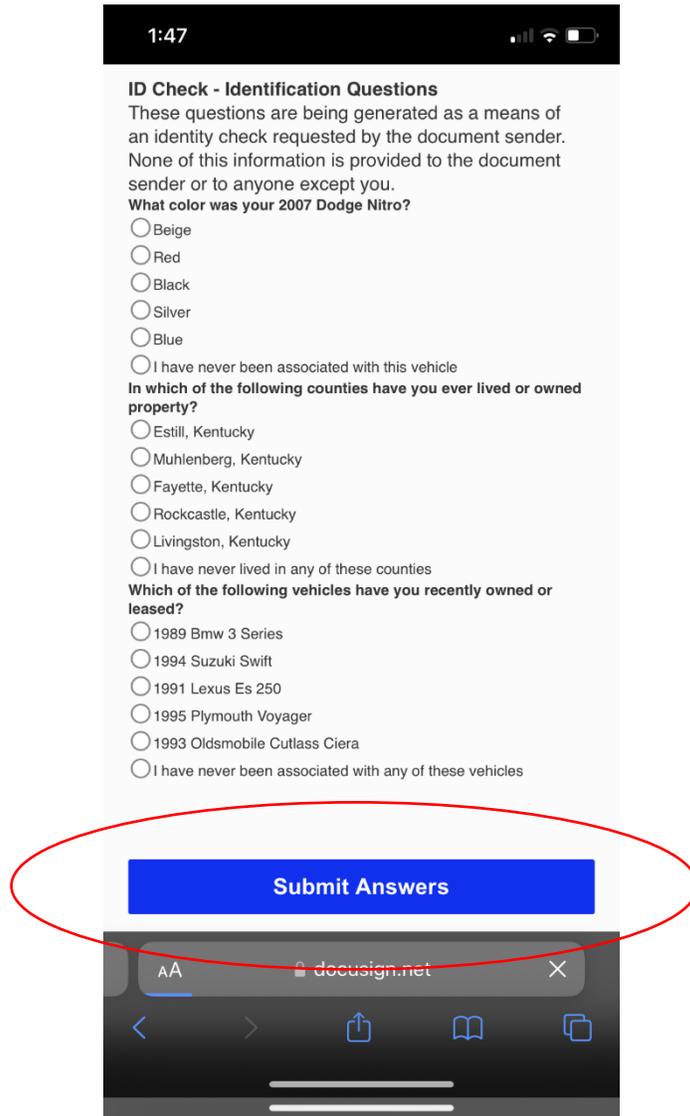


Once the email is received...

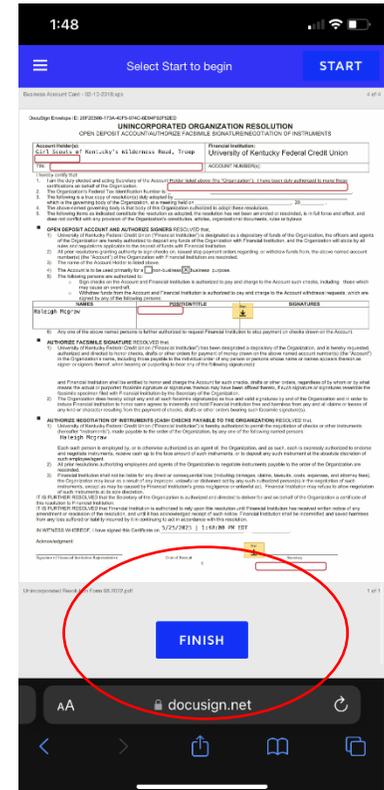
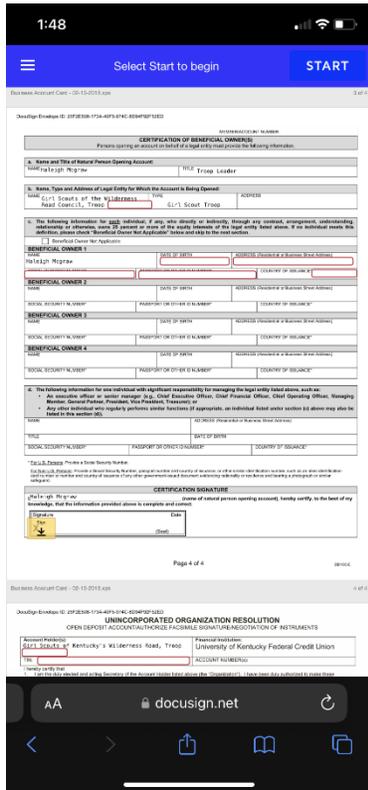
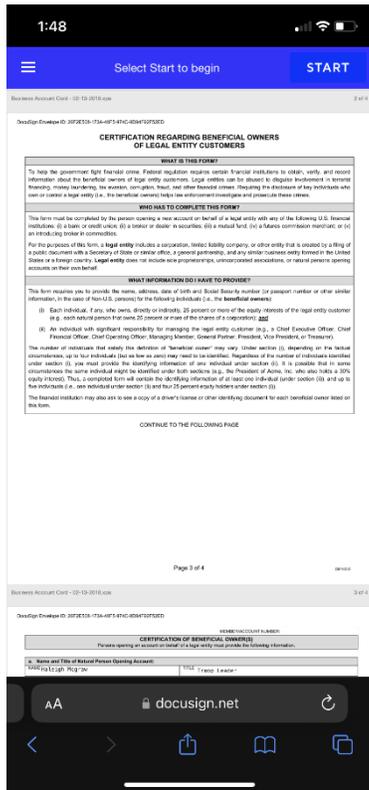
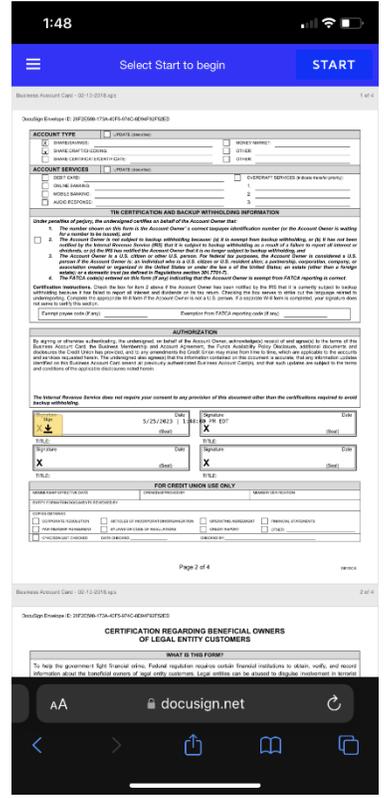
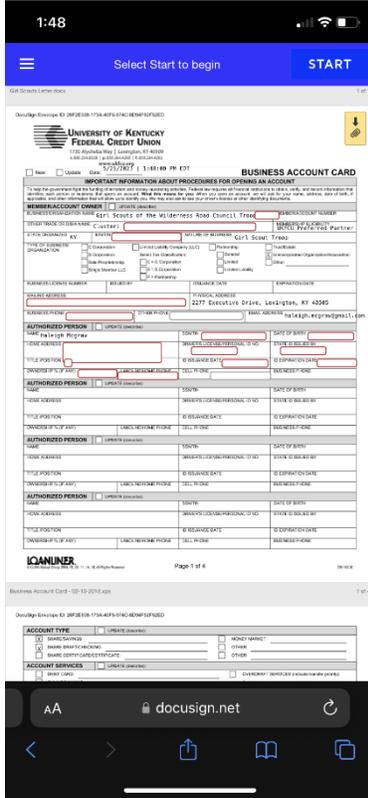
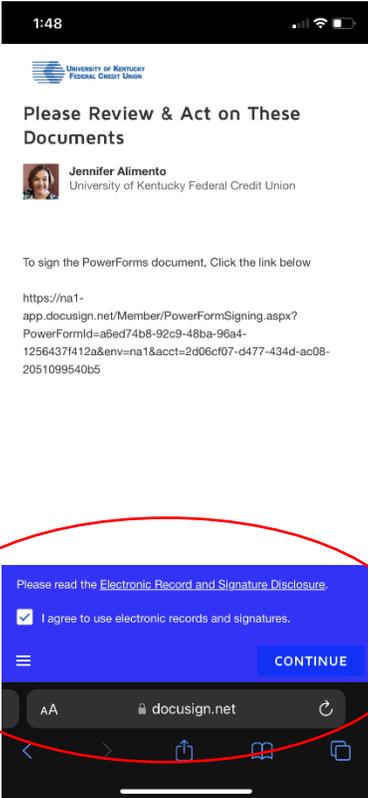
The email addresses listed in the initial application will receive this email. Click “Review Documents”, to enter basic personal identification information. This information will enable DocuSign to generate authentication questions.



Click “Next” and a list of several identification verification questions will appear and require answers – **questions will be unique to the applicant.** This will serve as the first method of identification of the member; *if a volunteer or additional signer cannot clear their individual authentication, they will not be able to open the account online but are welcome to visit any UKFCU to proceed with account opening.* If the authentication questions are completed correctly, the completion screen will pop up.



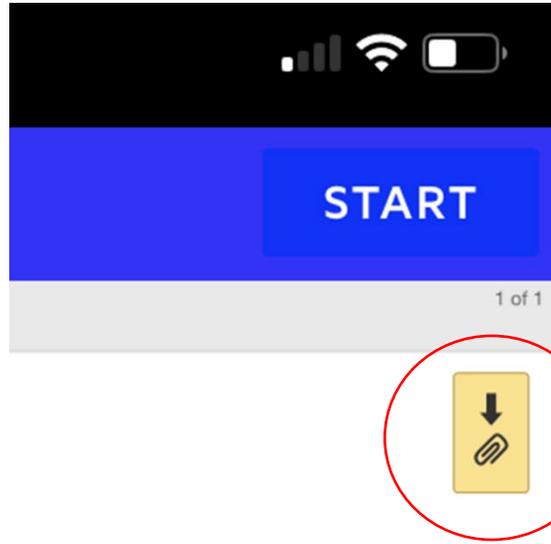
The applicant must review and agree to the electronic terms and conditions before proceeding. *If you do not wish to do so, you may visit any UKFCU branch to proceed with account opening.* Documents will populate, with all required fields indicated by red boxes:



Girl Scouts of Kentucky's Wilderness Road Council
 2277 Executive Drive, Lexington KY 40505 | 800-475-2621 | www.gskentucky.org | @kygirlscouts

Once the documents are complete and the “Finish” box is clicked, DocuSign will verify that all info has been entered completely and correctly.

If all information is complete, the leader or additional signer will need to use the “attach” function to provide a photo of their Driver’s license as well as all other required documents.



1 of 1

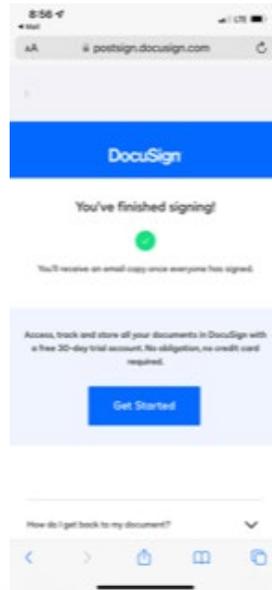
BUSINESS ACCOUNT CARD

FOR OPENING AN ACCOUNT

For all financial institutions to obtain, verify, and record information that opens an account, we will ask for your name, address, date of birth, if applicable, and other identifying documents.

Council Troop	MEMBER/ACCOUNT NUMBER
	MEMBERSHIP ELIGIBILITY UKFCU Preferred Partner
BUSINESS Girl Scout Troop	
Partnership:	<input type="checkbox"/> Trust/Estate
<input checked="" type="checkbox"/> General	<input checked="" type="checkbox"/> Unincorporated Organization/Association
<input type="checkbox"/> Limited	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Limited Liability	
EXPIRATION DATE	
ADDRESS Executive Drive, Lexington, KY 40505	
EMAIL ADDRESS	haleigh.mcgraw@gmail.com
DATE OF BIRTH	

After all docs have been loaded, the leader or additional signer will click “Finish”. They’ll have an opportunity to download the signed documents, then will get verification of their completion of the documents:



Once the signed application and all required documents are received, the Volunteer should expect contact by a UKFCU branch representative within one business day. If they have additional questions, each Cluster has a specific Branch to reach out to, as indicated by the numbers listed below.



Thank you for allowing UKFCU to provide account services for your Girl Scout Troop!

At UKFCU, we recognize the value of starting the financial journey early, and we are proud to partner with Girl Scouts of Kentucky's Wilderness Road to give every girl scout in Kentucky the opportunity to gain money smarts that will last them a lifetime.

Once documents are completed by all parties, Troop Leaders can expect communication from one of our branch representatives within one business day.

Telephone inquiries may be made by contacting us at:

Bluegrass Cluster: 859.264.4865
Ken-O-Valley Cluster: 859.264.4101
Licking Valley Cluster: 859.264.4800
Jenny Wiley Cluster: 859.264.4851
Mountain Laurel Cluster: 859.264.4840

We look forward to partnering with you and your troop for years to come!

Making a Deposit in your Troop Account



Managing your Girl Scout funds with your Mobile Troop Bank account allows volunteers real-time access to your bank account information. Through UKFCU's partner shared branching and free ATM locations, volunteers can make deposits and withdraws on the go!

Recommendations:

- If you are making a deposit at a UKFCU partner shared branch or ATM, it is recommended to purchase a money order before depositing and keeping the money order receipt.
- In order to determine the best steps for you, please visit the University of Kentucky Federal Credit Union website and view the additional members services for shared branching and free ATMS and search by ZIP code: <https://www.ukfcu.org/services/additional-member-services>