



February 28, 2017

To: Frost Bank

From: John Doe, Scout Executive

RE: Bank Account Information for Troops in XYZ Council, Boy Scouts of America

I am writing to request that a bank account in the name of XYZ Council, Boy Scouts of America Troop 0000 be opened.

- XYZ Council, Boy Scouts of America tax-exempt number 75-0000000.
- The correct name on all accounts should be:
XYZ Council, Boy Scouts of America Troop 0000
- All troop bank accounts are **not** to enroll in overdraft protection.
- All troop bank accounts must have at least 2 signers on each account.
The names are:

Scout Master	Committee Chairman
Street Address	Street Address
City, ST Zip	City, ST Zip
(area code) phone number	(area code) phone number
- Bank statements should be sent to the troop leader's home address.
Please do not use addresses of Boy Scouts of America council offices.

XYZ Council, Boy Scouts of America is classified as a tax-exempt organization 501 (c) (3) by the Internal Revenue Service.

For further information or clarification, please contact <insert local council contact>, <insert title/position>, at <insert phone number> or <insert email address>.

Thank you for your cooperation.

Sincerely,

<insert signature>

John Doe
Scout Executive

cc: Council President
Council Commissioner

