

BB&T TROOP ACCOUNTS – ONLINE ACCESS AND DEBIT CARD INSTRUCTIONS

YOU MUST TAKE THIS FLYER TO THE BANK WHEN SIGNING UP FOR THESE SERVICES. THERE ARE CRITICAL INSTRUCTIONS FOR THE RELATIONSHIP BANKER IN THE SECOND SECTION THAT MUST BE FOLLOWED PRECISELY IN ORDER FOR YOUR ONLINE ACCESS TO BE SET UP CORRECTLY.

Note: These instructions are only for existing Troop bank accounts at BB&T.

Important Information & Responsibilities for the Troop Leader and Signers:

- Thoroughly review the recently updated [Troop Finances & Banking Guidelines](#) and make banking decisions in collaboration with the other supporting troop parents/volunteers.
- Only individuals who are currently listed on the signature card can register the troop for online banking or request a debit card.
- When visiting the bank branch, always be prepared by bringing your bank account number and have a NC Drivers License or acceptable photo ID
- Outlined below is information that you should present to your BB&T relationship banker to ensure that the troop bank service is set up correctly.
- Each Troop will have one login/password established for the account online access.

Questions? Email: troopbanking@nccoastalpines.org

TROOP ACCOUNT ONLINE BANKING – INSTRUCTIONS FOR RELATIONSHIP BANKER

BB&T Banker:

- Verify the Troop BB&T Account Number given by the Troop Leader
- Review the signature card to ensure the volunteer is an Authorized Signer
- **Go to InSite – RB Central – Service – Open/Maintain Girl Scout (OLB) Online Banking Account – Open or Maintain Girl Scout OLB Accounts**
- **Follow procedures for “Open or Maintaining Girl Scout OLB Accounts”**
- **Relationship CIF: GIRL SCON0016**

TROOP ACCOUNT DEBIT CARD

Your BB&T Banker will:

- Verify the Troop BB&T Account Number given by the Troop Leader
- Review the signature card to ensure Troop Leader is an Authorized Signer
- Pull the Troop Account and then follow normal procedures for the issuance of a Debit Card for the Troop Account
- Print the debit card as follows:
 - Name Line 1: Girl Scout NCCP Troop (XXXXXX)
 - Name Line 2: (Troop Leader’s Name)
 - BB&T Banker must customize Name Line 1 with the Troop # for that Troop and Name Line 2 with the Troop Leader’s name.
- Verify that the cardholder’s mailing address of card is correct
- Issue no more than two debit cards per Troop account.