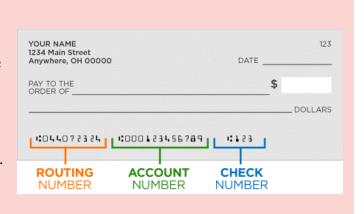# BANKING TIPSHEET

Returning troops: Troop bank account information will be rolled over into M2 from the 2025 Cookie Program. Troops must review and make any needed changes by Oct. 27 to authorize ACH transfers for the 2025 Program.

New troops: Work with your troop leader to accurately enter the troop's bank account information by Oct. 27. The entry of this information is required and provides your troop's agreement to conduct ACH transfers for the 2025 Treats & Reads Program.

You must enter/update your troop bank account information in M2 by Oct. 27. This requires the bank account number and bank routing number, which is found on your troop checks. After this time, you will be locked out from making updates. Council will do a test ACH on Nov. 1 to ensure accurate account information.

Note: Personal bank accounts MAY NOT be used to conduct troop business. Troops must have a bank account set up in order to participate in Treats & Reads. If you need assistance setting up a troop bank account, please contact the Answer Center or your district's Community Engagement Manager.

VERIFY/ENTER TROOP BANK ACCOUNT DETAILS IN M2

1. Click on Banking and Payments on the troop dashboard
2. Click on the + sign next to your troop number
3. Select Manage ACH
4. Enter or verify troop bank account information, making changes as needed to update (see screenshot below)
5. Click the Save ACH button

Please only use the routing and account numbers from your troop's checking account and not use numbers you may find on a bank statement or online.

CLICK ON THE IMAGE TO WATCH A TUTORIAL VIDEO ON ADDING ACH INFORMATION.

girl scouts
of eastern missouri