

TO:	Committee Chair/ Chartered Organization Representative			
FROM:	Council Office			
RE:	Unit Account Maintenance			
In order to returned.	make ANY charges to your Unit Acco	ount, it is necess	sary that this form be completed	d and
To maintain	service to your unit, please furnish t	he following inf	formation:	
Your Unit N	Number: Pa	ck Troop Post	t Crew (Circle One)	
Your Unit's	AUTHORIZED Signers. This should the account. Authorized signers MUS	uld include the p	person responsible	
User's Print	ted Name User's Signature	User's Unit	Position E-Mail Address	
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	t exempt from Florida State Tax?  If your unit is tax exempt, you	YES must submit ar	NO n updated copy of the	. /
	<u>current certif</u>	icate with this f	<u>orm.</u>	
	Is your Unit 100% Boy's Life:	YES	NO	
Please prov	ride us with the <b>COMPLETE</b> name, ount:	address and pho	one number of the person respo	nsible
Name:	Address:			
Mailing Ad	ldress:			
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Return this form to: SW Florida Council, BSA, Attn: Unit Accounts 1801 Boy Scout Drive, Fort Myers, FL 33907

Phone: 239-936-8072 Phone: 800-269-8072 Fax: 239-936-7864

Website: www.swflcouncilbsa.org

Forms received with incomplete information will be returned. We appreciate your cooperation in assuring your unit's accurate account records.

## UNIT ACCOUNT MAINTENANCE

## Dear Volunteers:

Each year the Southwest Florida Council includes a unit account maintenance form to be completed by the unit's Committee Chair or Chartered Organization Representative. This information must be updated annually and submitted on this form along with a *current* copy of your unit's *tax exemption certificate*.

If your unit does not have a certificate, contact <u>your chartered organization</u> as it is their certificate that should be submitted. Be sure to note your unit's number on the certificate copy (for example: Troop 99 or Pack 99) and attach the certificate to this completed form. Incomplete forms will be returned; those not submitting current certificates will be charged tax until a valid copy of their tax certificate is received.

Please do not delay in selecting those *registered* Scouters on your committee or in your unit that will have the privilege of charging on your account. Remember that individuals under the age of 21 are not eligible to sign on accounts.

In the event that your committee must change any of the names on your account, you must contact the Service Center as soon as possible to make arrangements to receive and complete another new form.

Please contact the Service Center at 239-936-8072 or 800-269-8072 with any questions or concerns that you may have.