



TO: Committee Chair/ Chartered Organization Representative  
 FROM: Council Office  
 RE: Unit Account Maintenance 2021

In order to make **ANY** charges to your Unit Account, it is necessary that this form be completed and returned.

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 **your chartered organization as it is their certificate that should be submitted.**

My unit is NOT TAX EXEMPT \_\_\_\_\_ My unit is TAX EXEMPT \_\_\_\_\_ (provide certificate)

To maintain service to your unit, please furnish the following information:

Your Unit Number: \_\_\_\_\_ Pack Troop Post Crew (Circle One)

Your Unit's **AUTHORIZED** Signers. This should include the person responsible for the account.

Authorized signers **MUST** be **registered Scouters**.

User's Printed Name	User's Signature	User's Unit Position	E-Mail Address
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Unit Account Charge Authorization 2021

Occasionally registration money may need to be moved from your unit account. We must have authorization to do this. Please sign authorization below.

I hereby authorize the Southwest Florida Council, Boy Scouts of America, to pay for youth and adult registrations with monies from our unit account.

Please provide us with the **COMPLETE** name, address and phone number of the person **responsible** for this account:

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Return this form to: Southwest Florida Council, BSA**  
**1801 Boy Scout Drive, Fort Myers, FL 33907**  
 Phone: 239-936-8072  
 Fax: 239-936-7864  
 Website: [www.swflcouncilbsa.org](http://www.swflcouncilbsa.org)

## UNIT ACCOUNT MAINTENANCE

Dear Volunteers:

Each year 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 **your chartered organization 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 submit a new form to the Service Center as soon as possible. Forms are available at [www.swflcouncilbsa.org](http://www.swflcouncilbsa.org) under Forms and on the information rack at the Service Center.

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