***UNIT ACCOUNT CHANGE FORM***

***Units may have as many authorized users as they wish.***

**To get an updated balance or account history please call Scouter Services (402)431-9272 or email your request to** mac@scouting.org**. You can change the controller and/or authorized users at any time using the below form which can be dropped off at the office or emailed to the above address.**

**UDA (Unit Deposit Account) Change Form**

District \_\_\_\_\_\_ Unit (Circle one): Pack / Troop / Crew / Post / Team Unit #: \_\_\_\_\_\_\_

 ADD REMOVE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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If changing the **main** name on the account, for the new person please be sure to include:

* Full Name, Address, City, State, Zip Code and Telephone number.

Suggested names on the account include: Committee Chair, Treasurer, Advancement Chair, and/or Cubmaster/Scoutmaster/Advisor.

Changes authorized by the current registered **Committee Chair**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

*Print Sign*

**E-MAIL NOTIFICATIONS**

The unit may request system generated e-mails whenever a transaction occurs or when the balance reaches a certain level. No approvals are needed for this. Turn in the sheet to the office or send an e-mail to mac@scouting.org with this information.

Person E-Mail Address (req’d to receive alert) Balance Low Changes Balance

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_

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Set the Low Balance Alert amount for unit $ \_\_\_\_\_\_\_\_\_\_\_\_