

Delinquent Account Procedure Form

Instructions

- Complete this form for outstanding balances not received by Troops' stated date to turn in money.
- Attach a copy of the signed Parent Permission Form and signed receipts for cookies
- Make two additional copies of this form and all material to submit to your SUCM/SUFPM and keep one for your troop records.
- Send to the Product Programs Manager sstutsman@girlscoutsna.org

Troop Information

Troop # _____
Leaders' Name _____
Address _____
Phone _____
Troop Product Manager _____
Address _____
Phone _____
Email _____

Family Information

Girl Name _____
Parent/Guardian _____
Address _____
Phone _____
Email _____
Total Payments Made _____
Delinquent Amount _____
Balance Due _____

Statement of Attempt to Collect Debt (use separate sheet if necessary)

Person completing the form

Name _____
Address _____
Phone _____
Email _____
Signature _____
Date _____

Council Use

Date Received _____
Action Taken _____
