

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 Program Manager stutsman@girlscoutsna.org

Troop Information

Troop # _____

Leaders' Name _____

Address _____

Phone _____

Troop Cookie Manager _____

Address _____

Phone _____

Email _____

Family Information

Girl Name _____

Parent/Guardian _____

Address _____

Phone _____

Email _____

Total Payment Made _____

Delinquent Amount _____

Balance _____

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 _____
