

Delinquent Account Procedure Form

- Complete this form for outstanding balances not received by Troop Product Manager's stated date to turn in money.
- Attach a copy of the signed Parent Permission Form and signed receipts for any product and payments received.
- Make two copies of this form and all material. One to submit to GSNCA, and one for your troop records.
- Send all these documents to the Product Programs Manager at [sstutsman@girlscoutsna.org](mailto:ssuttsman@girlscoutsna.org).

Troop Information:

SU # (3 digits) _____ Troop # (5 digits) _____

Name: _____

Email Address: _____

Telephone Number: _____ Volunteer Position: _____

Parent Information:

Parent Name: _____

Girl's Name: _____

Address: _____

Email Address: _____

Telephone Number: _____

License Number: _____

Starting Balance: _____

Amount Paid: _____

Delinquent Amount: _____

Parent Permission Form submitted online?
Yes / No

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

Please continue on reverse side if needed.