

# Delinquent Account Form Troop / Family

Girl Name	Amt Due	Amt Paid	Date Paid	Balance
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Parent/Guardian Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

Troop# \_\_\_\_\_

Troop Leader \_\_\_\_\_

Troop Sales Manager \_\_\_\_\_

Su# \_\_\_\_\_

Service Unit Sales Manager \_\_\_\_\_

Collection Action Taken:		
Date Contacted	By	Results
_____	_____ TSM	_____
_____	_____ TSM	_____
_____	_____ TL	_____
_____	_____ SUSM	_____
_____	_____ PSM	_____
_____	_____ PSM	_____

**Troop:**

- Contact parents as soon as it becomes evident weekly payments are not being made.
- Make final request for money. Give family 24 hours to comply. Record results of contact.
- If, after 24 hours, you still have not collected all money, complete this form.
- **Attach signed parent permission form/financial agreement, receipts for products ordered and received, and receipts for money collected for each delinquent account.**
- Give this form and supporting documents to SUSM with all paperwork due.

**Service Unit:**

- Make final request for money due. Give family/troop 24 hours to comply.
- Include completed form on delinquent accounts with your final paperwork.

**Reminder:** Do not include delinquent account when calculating profit for troops or Service Unit.