

## Quick Guide for Troops:

### Troop Paperwork for the Fall Product Program

**BRAVE.**  
**FIERCE. FUN!**

At the conclusion of the sale, troops will compile paperwork to turn in to their SU Fall Product Manager. Turning in paperwork completed and on-time is essential to making sure Council can complete end-of-sale tasks and pay out proceeds in a timely manner.

#### Getting Started:



Troops will compile 3 sets of paperwork:

- One to keep for troop records & end of year reporting
- One for SU to keep for their records
- One for SU to turn in to Council

#### End of Sale Troop Paperwork must include the following:

1



Printed Troop Summary Report from M2

2



Copies of all Bank Deposit Receipts

#### And if applicable:

3



Idaho Sales Tax Form (required for ID-based sales)

4



Family Delinquency Form & supporting documentation

- 1 In M2, head to *Financials & Reporting*. On Troop Summary Report, scroll to the bottom and click *Download PDF*. Print three copies.
- 2 Gather any Bank Deposit Receipts from monies turned in. Ensure you have three copies of each.
- 3 If your troop had any Nut/Candy sales to residents of Idaho, complete the Idaho Sales Tax Form found under the **Fall Sale** page of the GSEWNI website. Not required if no sales occurred to Idaho residents.
- 4 If any families have not paid in full, complete Family Delinquency Form with all necessary supporting documentation.