

## Delinquent Account Form Troop / Family (circle one)

**Attach:** a signed parent permission form/financial agreement, receipts for products ordered and received, and receipts for money collected for each delinquent account.

\*Complete Documentation is needed to transfer the financial responsibility to the family, without it, the troop is financially responsible.

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

Parent / Guardian Information 1	Parent / Guardian Information 2
Name: _____	Name: _____
Address: _____	Address: _____
City, Zip: _____	City, Zip: _____
Phone: (    ) _____	Phone: (    ) _____

### Troop:

- ☐ Contact Parent/Caregiver as soon as it becomes evident weekly payments are not being made.
- ☐ At the sales end, make your final request for money. Give family 24 hours to comply. Record results of contact below.
- ☐ If, the family does not reply and you still have not collected all money, complete this form.
- ☐ Give this form and supporting documents (emails, texts, parent permission, receipts of cookies distributed to family) to SUCM with all paperwork due.

Troop # _____	SU# _____
Troop Leader: _____	SUCM: _____
Troop Cookie Mgr.: _____	
Phone: _____	Phone: _____

### Service Unit:

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

### Collection Action Taken

Date Contacted	By	Results
_____	_____ TCM	_____
_____	_____ TCM	_____
_____	_____ TL	_____
_____	_____ SUCM	_____
_____	_____ PSM	_____
_____	_____ PSM	_____