

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	_____