



2023-24 Delinquent Account Form

Date of action: \_\_\_\_\_

Fill out a Delinquent Account Form for each person who owes money for cookies prior to the 1st ACH and the final ACH. These forms must have ALL paperwork included. No Delinquent Account Forms will be accepted by Council after February 20th for 1st ACH and March 20th for Final ACH.

The following supporting documentation MUST be provided:

- Delinquent Account Form
• Copies of ALL receipts for cookies/payments
• A copy of the signed parent permission form
• Any correspondence. (emails, texts, etc.)

Responsible Party (circle one): Parent/Guardian Troop Product Manager Troop Leader/# \_\_\_\_\_

Responsible Party Name: \_\_\_\_\_

Girl(s) Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_

Email: \_\_\_\_\_

Permission Form submitted to Council? [ ] Yes [ ] No
Troop Debt and Parent Debt forms turned into Council? [ ] Yes [ ] No
Signed product receipt(s) attached? [ ] Yes [ ] No
Troop Product Manager is responsible for debt if no paperwork is provided!!
Original Amount Due: \$ \_\_\_\_\_ Payment(s) Made to Date: \$ \_\_\_\_\_ Current Due: \$ \_\_\_\_\_

Please provide communication notes below (continue on next page as needed):

Contact Type: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Notes: \_\_\_\_\_

Contact Type: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Notes: \_\_\_\_\_

**2023-24 Delinquent Account Form (continued)**

**Date of action:** \_\_\_\_\_

Responsible Party Name: \_\_\_\_\_

Internal Use Only:

In S.F. Case # \_\_\_\_\_

**Council communication notes:**

Contact Type: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Notes: \_\_\_\_\_