



2018 Fall Product Program Delinquent Account Report

Submitted by Troop Nut Manager(TNM)/
Community Nut Manager (CNM) to Council

Delinquent accounts are to be submitted for any parent/adult who signed for products and has not returned entire amount due. This report allows you to account for money still owed and protect troop proceeds. If proper documentation for amount due is not provided, the TNM or CNM may be held financially responsible for the outstanding balance owed to council or troops.

The original hard copy of this form **MUST** be submitted with signed girl permission form, signed Girl Delivery Ticket (G2) report and/or original product/money receipts attached! Proper documentation is **REQUIRED! IF A DELINQUENT ACCOUNT REPORT IS SUBMITTED, THE MONEY OWED BY THE PARENT/ADULT WILL BE DUE DIRECTLY TO COUNCIL—NOT TO THE TROOP OR TROOP NUT MANAGER.**

Troop #: _____ Community: _____

Parent/Guardian/Nut Manager: _____

Address: _____

City, State, ZIP: _____

Cell Phone: _____ Alt Phone: _____

Parent Email: _____

Girl Name (if applicable): _____

_____ Units X \$10		\$ _____
_____ Units X \$7	+	\$ _____
_____ Units X \$6	+	\$ _____
_____ Units X \$5	+	\$ _____
_____ Total Units Sold		Total Amount Owed: \$ _____
Less amount of money paid (Receipts must equal this amount)	-	\$ _____
Total money still owed		\$ _____

I declare that the above information is correct to the best of my knowledge. I also declare that I have included: a copy of the *Girl Permission Form* and all signed *Product/Money Receipts* as proof of each transaction.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Delinquent Account Follow-up

Use this page to record all conversations, dates, names of person contacted and results.