

**MUST submit  
ACH Adj. Form &  
Del. Acct. Rpt by  
Mon., Nov. 9  
at 5 p.m.**

## 2020 Fall Product Program Delinquent Account Report

Submitted by Troop Nut Manager(TNM)/Community Nut Manager (CNM) to the Product Program department

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.

Troop #: \_\_\_\_\_ Community: \_\_\_\_\_

Parent/Guardian/Nut Manager: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Alt Phone: \_\_\_\_\_

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

Girl Name (one girl per report): \_\_\_\_\_

_____ Units X \$10		\$ _____
_____ Units X \$8	+	\$ _____
_____ Units X \$7	+	\$ _____
_____ Units X \$6	+	\$ _____
_____ Units X \$5	+	\$ _____
<b>_____ Total Units Sold</b>		<b>Total Amount Owed: \$ _____</b>
Less amount of money paid (Receipts must equal this amount)	-	\$ _____
<b>Total money still owed</b>		<b>\$ _____</b>

Please initial at each statement:

\_\_\_\_\_ I declare that the above information is correct to the best of my knowledge.

\_\_\_\_\_ I declare that I have included all proper documentation as listed on p. 16.

\_\_\_\_\_ **I have also completed, signed and submitted an online ACH Adjustment Form.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

## **Delinquent Account Documentation Checklist**

Please attach all documentation to this form.

A complete delinquent account report must include the following, please check off that it is attached to your report:

- Delinquent Account Report Form
- SIGNED** Girl Delivery Ticket (M2)
- Any additional **SIGNED** product receipts
- ALL **SIGNED** money receipts
- Girl permission slip
- ACH Adjustment confirmation email
- End-of-program report confirmation email

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