

MUST submit
ACH Adj. Form &
Del. Acct. Rpt by
Mon., Nov. 8
at 5 p.m.

2021 Fall Product Program Delinquent Account Report

Submitted by Troop Nut Manager(TNM) 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	+	\$ _____
_____ Total Units Sold	Total Amount Owed: \$	_____
Less amount of money paid (Receipts must equal this amount)	-	\$ _____
Total money still owed		\$ _____

Please initial that each statement is TRUE:

_____ 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

You MUST attach all documentation to this form.

A complete delinquent account report must include the following, 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 (if online, council can provide)
- ACH Adjustment confirmation email
- End-of-program report confirmation email

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.

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