

2022 Fall Product Program Delinquent Account Report

**STOP
and READ**

MUST submit ACH
Adj. Form & Del.
Acct. Rpt by
Mon., Nov. 7
at 5 p.m.

Delinquent accounts are submitted by a troop volunteer 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, TNM or CNM may be held financially responsible for outstanding balance owed to council or troops.

Troop #: _____ Community: _____

Parent/Guardian/Nut Manager: _____

Address: _____

City, State, ZIP: _____

Primary Phone: _____ Primary Email: _____

Girl Name (ONE girl per report): _____

Receipt Verification			
_____ 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		-	\$ _____
<i>(Receipts must equal this amount)</i>			
Total money still owed			\$ _____

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 report):
<input type="checkbox"/> Delinquent Account Report Form
<input type="checkbox"/> SIGNED Girl Delivery Ticket (M2)
<input type="checkbox"/> Any additional SIGNED product receipts
<input type="checkbox"/> ALL SIGNED money receipts
<input type="checkbox"/> Girl permission slip (if online, PPD can provide)
<input type="checkbox"/> ACH Adjustment confirmation email
<input type="checkbox"/> End-of-program report confirmation email
If proper documentation for amount due is not provided, TNM or CNM may be held financially responsible for outstanding balance owed to council or troops.

Please initial that each statement is TRUE:

_____ I declare that above information is correct to best of my knowledge.

_____ I declare that I have included all proper documentation as listed above.

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

Signature: _____ Date: _____

Printed Name: _____ Title: _____