

**STOP
AND READ**
*MUST ALSO submit
ACH Adj. Form
by 5 p.m.,
Mon., Mar. 4*

2024 Cookie Program Delinquent Account Report

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, TCM or CCM may be held financially responsible for outstanding balance.

Submit to council by 5 p.m., *Mon., Mar. 4*. This form is available online at girlscouts-swtx.org/cookies.

Troop/Group # _____ Community _____

Name of delinquent parent/guardian _____

Address _____

City _____, TX ZIP _____

Phone (C) _____ Email _____

Girl Scout's Name (*ONE GIRL PER REPORT*) _____

Receipt Verification	
Total number of packages girl received: <i>(must attach signed receipts equaling this amount)</i>	_____
Less number of packages girl returned to troop: <i>(must attach signed receipts equaling this amount)</i>	(-) _____
Actual number packages responsible for:	_____
Total money due <i>(actual number of packages x \$5.00)</i>	_____
Amount paid in cash/check <i>(must attach signed receipts equaling this amount)</i>	(-) _____
Amount paid in Digital Cookie for girl-delivered <i>(refer to DOC report in eBudde)</i>	(-) _____
Total money still owed	\$ _____
<i>Report delinquent parent for total money still owed (which includes what would have been due troop and what is due council)</i>	

Documentation Checklist
You MUST attach all documentation to this form.
A complete delinquent account report must include the following (check that it is attached to report):
<input type="checkbox"/> Delinquent Account Report
<input type="checkbox"/> ALL 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
<input type="checkbox"/> Record of communication—emails, texts, call logs, and/or communication summary

Please INITIAL at each statement:

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

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

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

Troop Cookie Manager Name _____

Primary Phone # _____ Email _____

Troop Cookie Manager Signature _____ Date _____
Signature is required for a complete Delinquent Account Report