

There are two types of delinquencies: parent and troop volunteer. To be a valid form of payment the Delinquency form must be completed with all supporting documentation attached and submitted by the deadline date. If the form is not complete with supporting documentation attached, NO adjustments will be made to the troop balance.

Program (*check one*) Cookie Program Fall Product Program **Today's Date** _____

Debtor's Name _____ **Debtor's Past Due Amount \$** _____

Service Unit _____ **Troop#** _____

Who owes the money? Parent Troop Co-Leader Troop Product Manager

Documentation must be included: (*all communication efforts (emails, texts, etc.), plus items below*)

Parent: Signed Parent Permission form Signed product/payment receipts

Troop Co-Leader/Product Manager: Troop Vol. Position Description Signed product/payment receipts

Complete debtor information below

Name _____

Address _____

City/State _____ Zip _____

Email _____

Phone (cell/home) _____

Driver License # _____

Employer _____

Address _____

City/State _____ Zip _____

Phone Work _____

Person completing the form Co-Leader Product Manager

Name _____

Address _____

City/State _____ Zip _____

Email _____

Phone _____

Co-Leader must approve information on form & documents.

Name _____

Signature _____

What has been done to collect the money owed?

PARENT DELINQUENCY AMOUNT	
Boxes Received from Troop	
Balance Shown on T-2	\$
Amount Due From Parent	\$
Less Amount Paid By Parent	\$
Balance Due From Parent	\$
TROOP DELINQUENCY AMOUNT	
Boxes Received from Council	
Balance Shown on T-2	\$
Amount Due Council	\$
Less Amount Paid Council	\$
Balance Due From Troop	\$
If you receive any payment for the amount declared, email documentation to customer-care@gswny.org .	
<i>The documents below must be attached:</i>	
Parent	
<input type="checkbox"/> Parent Permission form	
<input type="checkbox"/> Signed receipt for product received	
<input type="checkbox"/> Signed receipt for any payment	
<input type="checkbox"/> Troop Balance Summary Report T-2	
Troop Volunteer	
<input type="checkbox"/> Volunteer Position Description	
<input type="checkbox"/> Signed receipt for product received	
<input type="checkbox"/> Signed receipt for any payment	
<input type="checkbox"/> Troop Balance Summary Report T-2	