

DELINQUENCY FORM PRODUCT PROGRAM

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 to council within two weeks from the final payment deadline. 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 customercare@gswny.org .	
<i>The documents below must be attached:</i>	
Parent	
☐ Parent Permission form	
☐ Signed receipt for product received	
☐ Signed receipt for any payment	
☐ Troop Balance Summary Report T-2	
Troop Volunteer	
☐ Volunteer Position Description	
☐ Signed receipt for product received	
☐ Signed receipt for any payment	
☐ Troop Balance Summary Report T-2	