



**GIRL SCOUTS – DAKOTA HORIZONS
DELINQUENT ACCOUNT FORM
PRODUCT SALE: Fall Sale or Cookie Sale**



INSTRUCTIONS: The Troop’s Product Sale Representative or Troop Leader will complete this form when a Parent/Guardian does not submit full payment for nuts or cookies ordered. The Troop will be held accountable for the debt unless the Council receives all required forms. Any change in the status of an account must be reported to the Director of Finance or Finance Assistant by calling 1-800-666-2141.

Attach ORIGINAL signed documents as appropriate and make copies for your records.

- 1. Receipts for any products signed for by this individual.**
- 2. Receipts for any payments made by this individual.**

Delinquent individuals will be held accountable for all money owed to both the troop and the Council. If the debt is collected, a refund of Troop Proceeds will be made to the troop. Troops cannot keep troop proceeds on money they have not collected from an individual. Once a troop has attempted to collect delinquent monies, the Council will take over collection efforts if the troop has paid all other monies and has provided complete documentation as noted above and has submitted all other required forms related to the cookie sale.

Date: _____ Troop #: _____ Service Unit: _____

Name (First and Last) of Debtor (Parent): _____

Name (First and Last) of Girl: _____

Address: _____ City: _____ State/Zip: _____

Phone (H): _____ Phone (W): _____ Phone (C): _____

Email Address: _____

Total Number of Product Units Sold by Girl: # _____

Total Amount Due for Product \$ _____

Minus Payments Made to Date - _____

Net Amount Due = _____

Please identify the problem and explain efforts to collect and/or any other pertinent information:

Troop Product Sale Representative: _____ Phone: _____

Name of Person Completing Form: _____ Phone: _____

Address: _____ City: _____ State/Zip: _____

Turn in with final paperwork and balance of troop payment to your Service Unit’s Cookie Sale Coordinator. Retain a copy for your records. CSC should also retain a copy for their records, original to Council.

FOR DAKOTA HORIZONS COUNCIL OFFICE USE ONLY: Troop Proceeds: _____
