

## 2023 Fall Product Program Delinquent Account Report

**STOP  
and READ**

**MUST submit ACH  
Adj. Form & Del.  
Acct. Rpt by  
Mon., Nov. 6  
at 5 p.m.**

Delinquent accounts are submitted by a troop volunteer for any parent/adult who signed for products and has not returned their 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 may be held 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 \$12	\$ _____
_____ Units X \$10 +	\$ _____
_____ Units X \$8 +	\$ _____
_____ Units X \$7 +	\$ _____
_____ Units X \$6 +	\$ _____
_____ Units X \$5 +	\$ _____
<b>Total Units Sold:</b> _____	
Total Amount Owed: \$ _____	
Less amount of money paid -	\$ _____
<i>(Receipts must equal this amount)</i>	
<b>Total money still owed</b>	<b>\$ _____</b>

Documentation Checklist
<b>You MUST attach all documentation to this form.</b>
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)
The following forms must also have been submitted:
<input type="checkbox"/> ACH Adjustment form
<input type="checkbox"/> End-of-program form
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: \_\_\_\_\_