

SUBMITTAL TO COLLECTION AGENCY

Do not delay a final report past the date due to your Service Unit while you wait for funds.

If money is owed to your troop by a troop family for an event or product sales, DO NOT COVER THE MONEY OWED WITH TROOP FUNDS. Using troop funds to cover the debt of a parent is misuse of troop funds. Turn in all monies owed council minus the overdue money and include this form for the outstanding money.

Fill out as completely as possible, the more information we have the better our chances are of receiving the funds.

You must attach original documentation showing where the adult has signed consent for financial liability.

Date of report: _____ Sale/Event for which money is owed: _____

Girl Member (if applicable) _____

Troop No. (if applicable) _____ Service Unit No. (if applicable) _____

Responsible Adult _____

Address _____ City _____ State _____ Zip _____

Day Phone _____ Evening Phone _____

Drivers License # _____ Social Security # _____

Amount Outstanding _____

COUNCIL USE ONLY:

Date Received: _____ Law Enforcement Notification: _____ Attorney Notification: _____

District Attorney Notification: _____ Professional Collection Service: _____ IRS MISC-1099 _____

DETAILS: Please list any information which might be helpful (i.e. illness in family, family has moved, change in job situation, plans for payment, etc.)

CONTACTS: Please make at least three attempts to collect the monies owed. Record attempts below.

DATE	TYPE (phone, letter, in-person)	RESULT
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<hr/>	<hr/>	<hr/>
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Printed name of person completing report

Girl Scout position

Signature of person completing this form

Date

Phone

E-mail