



Girl Scouts of Southeastern Michigan

# Cookie Program: Unpaid Account Form for Parents/Guardians

To be completed only for parents/guardians who have not paid the troop in full.

Service Unit #: \_\_\_\_\_ Troop #: \_\_\_\_\_ Date: \_\_\_\_\_

Person Owing: \_\_\_\_\_

Relationship to Girl Scout: \_\_\_\_\_

Phone (day): \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_ Phone (day): \_\_\_\_\_

Girl Scout's Name: \_\_\_\_\_

Person reporting: \_\_\_\_\_ Phone (day): \_\_\_\_\_

Total amount of the cookies received from Parent/guardian: \$ \_\_\_\_\_

Monies already paid to troop from parent/guardian: \$ \_\_\_\_\_

Outstanding balance still due to troop from parent/guardian: \$ \_\_\_\_\_

Please provide details about the cookies not paid for by the parent/guardian:

Boxes of cookies unpaid: \_\_\_\_\_ (Troop is responsible for \$2.00 per box)

Troop will be reimbursed once GSSEM receives full payment from the parent/guardian.

## **Please list your attempts to contact the parent/guardian:**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Comments: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Comments: \_\_\_\_\_

GSSEM complies with the Fair Debt Collection Practices Act, which means that no further information can be shared with you regarding attempts to collect this debt. Once the debt has been collected by GSSEM, the troop will be reimbursed.

Send this completed form with a copy of the parent permission form signed by the parent/guardian, and all receipts for money or product signed by the parent/guardian to [gssem-finance@gssem.org](mailto:gssem-finance@gssem.org) or by fax to 313-309-1193 by April 15, 2022. If you have any questions about completing this form, please call 800-482-6734, option 8.