



2019 Cookie Program NSF/Counterfeit Account Form

1. The form is required for each Parent/Troop with a NSF Check or Counterfeit Bill.
2. Complete all information, including the amount originally owed and any payments made to the troop.
3. Attach the Parent/Guardian Permission and Responsibility Form for NSF and signed receipts, any other documentation regarding collecting money due for product Program, or the Legal Copy of the NSF Check/Secret Service Counterfeit bill report.
4. Submit form with documents by COB on March 18 (if you need more time, please contact your SUPM)

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|-----------------------|--|---------------|--|-------------|--|
| Troop #: | | Service Unit: | | Date: | |
| Troop Contact Person: | | | | Email: | |
| Home Phone: | | | | Cell Phone: | |

| | | | |
|---|--|--------------|--|
| Name of Individual with outstanding balance or NSF Check: | | | |
| Drivers License/ID #: | | Girl's Name: | |
| Address: | | City/Zip: | |
| Home Phone: | | Cell Phone: | |
| Email Address: | | Amount Owed: | |

Additional information that will assist in collecting this debt. If more space is needed attach a separate page.

Non-Sufficient Fund (NSF) Checks/Counterfeit Bill

1. Should a check not be honored (e.g. non-sufficient funds, troops must forward the original or bank "legal copy" to the Council Office. The troop will be refunded the ACH value of the check (if applicable) and the NSF fee. Checks cannot be for more than \$144.00. Do not accept checks from parents for more than this amount or accept multiple checks from any individual or parent. If the troop doesn't follow these procedures and the check isn't honored, the troop will accept financial responsibility.
2. Counterfeit bills must be reported to the Secret Service and a copy of the report MUST BE ATTACHED.
<https://www.secretservice.gov/investigation/ssf1604.pdf>

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|---|-------------------|---------|
| Amount of Delinquency, Check or Counterfeit Bill(s): \$ | Amount of fee: \$ | Check # |
|---|-------------------|---------|

