

A troop can submit this form when a parent fails to have the money available for the Cookie Program. After submitting a T-5 form, the balance that the parent owes to the troop will now be owed to GSEP. GSEP will credit the troop for the balance (up to \$250.00) and initiate collections with the parent. Service Units/Troops are strongly urged to alert GSEP of debt as soon as suspicious activity is detected.

Deadline to submit the T-5 Parent Debt form is April 30 of the **current** Cookie Year. The leader and/or TCM should take special care to ensure that all troop money is collected.

**\*Please note that GSEP will not reimburse more than \$250.00 per troop (not per parent)\***

**Before Submitting a T-5:**

A troop leader, co-leader, treasurer, or Troop Cookie Manager (TCM) can submit a T-5 for parent debt. Before turning a parent over to collection, please ensure that:

1. An adult member of the troop has made the parent aware of the balance and has made several attempts to collect the balance with reasonable opportunities to pay. Please ensure that you have documented each attempt of communication, whether you keep a phone log, save text messages or copy letters mailed to the parent.

**To Submit a T-5:**

Please keep a copy of the completed T-5 with all parent debt documentation. The T-5 must be accompanied with copies of bank statements, letters, text messages, and phone logs. Any other information to substantiate the parent's debt should be included.

*A T-5 must be e-mailed to [ach@gsep.org](mailto:ach@gsep.org) or mailed to: GSEP ATTN: Finance at 330 Manor Road, Miquon PA 19444. Please send a copy to your Service Unit Manager and the Service Unit Product Manager.*

**After Submitting The T-5:**

When Council receives the T-5, we will invoice the parent and issue a credit to the troop. If a parent pays the troop directly, those funds must be turned over to Council.

**Contact Information:**

*I certify that the information that I have included with this document is correct and understand the process outlined above. If the parent pays the troop directly, I will notify Council and forward the funds as necessary.*

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



GIRL SCOUTS OF EASTERN PENNSYLVANIA  
T-5 PARENT DEBT FORM

Deadline to Submit Parent Debt:  
April 30<sup>th</sup> Of the Current Cookie Season

SU #	Troop #	Product Type (Cookies)	Amount Due (\$)

Contact Information:

Name of Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Collection Efforts:

What has been done to collect the money? Please attach any documentation concerning the outstanding balance to this form.

- For example: text messages, emails, signed agreements, bank statements

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To cancel a parent delinquency, please email [ach@gsep.org](mailto:ach@gsep.org)