

### **1. Eligibility:**

The Bank Employees Referral Program Contest (the "Contest") is open to all participating bank employees. Opt into the contest by submitting a lead that is ultimately won.

### **2. Contest Period:**

The contest period is quarterly. The individual employee qualified leads will be counted quarterly, and the bank branch overall qualified leads will be counted quarterly. At the end of the quarter, the qualified lead totals will be reset to 0 for the branches and employees.

### **3. How to Enter:**

Bank employees must refer potential clients to Atlantic Payroll Partners during the Contest Period by submitting their referrals through the designated online referral form.

Each referral submitted must be a legitimate and verifiable lead for Atlantic Payroll Partners.

Multiple referrals are permitted, but each referral must meet Atlantic Payroll Partners' eligibility criteria to be considered valid.

### **4. Referral Eligibility Criteria**

Referrals are considered eligible if they lead to a successful meeting with a member of the Atlantic Payroll Partners sales team; that results in the prospect becoming a client. The prospect must become a client within 90 days.

### **5. Determination of Winners:**

Winners will be determined based on the number of successful referrals made during the Contest Period.

Atlantic Payroll Partners reserves the right to verify the eligibility of each referral and disqualify any referrals that do not meet the criteria.

## **6. Prizes:**

Prizes will be awarded to the top referring bank employees based on the number of successful referrals made during the Contest Period.

The prizes will be determined and announced by Atlantic Payroll Partners before the start of the Contest Period.

Prizes are non-transferable and may not be substituted or exchanged for cash or other products/services.

## **7. Notification of Winners:**

Winners will be notified by email or telephone within seven (7) business days following the end of the Contest Period.

Winners may be required to sign and return an affidavit of eligibility and liability release within a specified period to claim their prize.

If a potential winner fails to respond within the specified time period or fails to meet the eligibility requirements, Atlantic Payroll Partners reserves the right to disqualify that winner and select an alternate winner.

## **8. Publicity:**

By participating in the Contest, participants agree to allow Atlantic Payroll Partners to use their name, likeness, and submitted materials for promotional purposes without further compensation, except where prohibited by law.

## **9. General Conditions:**

Atlantic Payroll Partners reserves the right to cancel, suspend, or modify the Contest or these rules at any time for any reason.

Atlantic Payroll Partners is not responsible for any errors, omissions, interruptions, deletions, defects, delays in operation, or transmission, theft or destruction, or unauthorized access to or alterations of entries.

By participating in the Contest, participants agree to release and hold harmless Atlantic Payroll Partners, its affiliates, and their respective officers, directors, employees, and agents from and against any claim or cause of action arising out of participation in the Contest or receipt or use of any prize.



**10. Governing Law:**

The Contest is governed by the laws of the jurisdiction where Atlantic Payroll Partners operates, and participants agree to submit to the exclusive jurisdiction of the courts in that jurisdiction.

**11. Sponsor:**

The Contest is sponsored by Atlantic Payroll Partners, located at 3802 Crossroads Parkway, Fort Pierce, FL 34945, USA.

By participating in the Contest, participants agree to abide by these rules and the decisions of the bank, which are final and binding in all matters relating to the Contest.