

Missouri Valley Payroll LLC Referral Program - Terms and Conditions

Effective Date: 11/1/2024

Thank you for participating in the Missouri Valley Payroll LLC Referral Program ("Program"). By participating, you agree to be bound by the following terms and conditions:

1. Summary

- **Earn up to \$250 for Referrals:** Refer eligible businesses to Missouri Valley Payroll and earn up to \$250 per qualified referral.
- **Timely Payment:** Rewards are issued within 30 days after the referred business completes its first payroll and pays the first invoice.
- **Unique Referrals Only:** Only legitimate, unique, and qualified referrals are eligible.
- **Program Compliance:** Participation in the Program is subject to the following terms and conditions.

2. Eligibility

- **Age Requirement:** The Program is open to individuals who are at least 18 years of age.
- **Employee Restrictions:** Employees of Missouri Valley Payroll and their immediate family members are not eligible.
- **Referred Business Criteria:**
 - Must pass a validation process conducted by Missouri Valley Payroll.
 - Must sign a service agreement and complete at least one payroll run.
 - Must pay the first invoice in full.
- **Referral Submission:** The referrer must provide accurate contact information and be the first to refer that specific business.

3. Referral Submission Process

- **How to Refer:**
 - Submit the referred business's contact information via the designated referral form at the web address MissouriValleyPayroll.com/Referral or by contacting us directly.
 - Ensure that the referred business mentions your name during their initial contact with us.

4. Referral Reward

- **Reward Amount:** \$250 cash bonus for each successful referral.
- **Payment Timeline:** Rewards are issued within 30 days after the referred business has paid its first payroll invoice in full.
- **First Referrer Priority:** Only the first person to submit a referral for a particular business is eligible for the bonus. The timestamp of submission will determine priority.

- **New Clients Only:** Rewards apply only to referrals resulting in new clients. Referrals of businesses that are previous clients or already in negotiations do not qualify.
- **Payment Method:** Referral payments are made via PayPal or other mutually agreed methods. It is the referrer's responsibility to provide accurate payment information.
- **Tax Obligations:** Rewards are considered taxable income, and it is the referrer's responsibility to report earnings to the relevant tax authorities. Missouri Valley Payroll will notify referrers if they meet the threshold for a 1099-MISC form.

5. Program Administration

- **Program Duration:** The Referral Program will last through 12/31/2024. Referrals after this date may not qualify.
- **Right to Modify or Terminate:** Missouri Valley Payroll reserves the right to modify, suspend, or terminate the Program at any time without notice. Any changes may be made to comply with legal requirements or improve the Program.
- **Commitment to Fairness:** Missouri Valley Payroll is committed to making decisions that are fair and transparent regarding the Program.

6. Disqualification and Fraud Prevention

- **Prohibited Activities:** Referrers may not engage in mass email campaigns, automated messages, or other unsolicited communications that could be considered spam.
- **Disqualification Rights:** Missouri Valley Payroll reserves the right to disqualify any participant suspected of fraudulent activities, manipulation, or any behavior that undermines the Program's fairness or integrity.
- **Self-Referral Restrictions:** Referrers are prohibited from referring their own business or any entity in which they have a controlling interest.
- **Confidentiality Breach:** Any breach of confidentiality or unauthorized use of Program materials will result in disqualification and forfeiture of rewards.
- **Professional Conduct:** Referrers must not make false, misleading, or disparaging comments about Missouri Valley Payroll or its services.

7. Confidentiality and Intellectual Property

- **Data Protection:** All personal information collected as part of the Program will be handled per our Privacy Policy.
- **Confidential Information:** Referrers must treat all proprietary information about the referred business as confidential.
- **Use of Intellectual Property:** Referrers are not permitted to use Missouri Valley Payroll's logos, trademarks, or branding without prior written consent.
- **Proprietary Program Materials:** All materials related to the Referral Program are proprietary to Missouri Valley Payroll. Unauthorized use, modification, or distribution is strictly prohibited.

8. Legal Terms

- **Governing Law:** These Terms and Conditions are governed by the laws of the State of North Dakota, without regard to its conflict of law principles.
- **No Employment Relationship:** Participation in the Program does not create an employment, agency, or partnership relationship between Missouri Valley Payroll and any participant.
- **Disclaimer:** Missouri Valley Payroll makes no representations or warranties, express or implied, regarding the Program or its suitability for any particular purpose. Participation is at the participant's own risk.
- **Limitation of Liability:** Missouri Valley Payroll shall not be liable for any indirect, incidental, special, or consequential damages related to the Program.
- **Indemnification:** Referrers agree to indemnify and hold Missouri Valley Payroll and its affiliates, directors, officers, employees, and agents harmless from any claims or liabilities related to their participation.

9. Dispute Resolution

- **Arbitration Requirement:** Disputes arising under these Terms and Conditions will be resolved through binding arbitration in the State of North Dakota, in accordance with the rules of the American Arbitration Association.
- **Arbitration Expenses:** Each party shall be responsible for its own arbitration expenses, except as required by applicable law.

10. Acknowledgment and Communications

- **Acknowledgment Requirement:** By submitting a referral, referrers acknowledge that they have read, understood, and agree to comply with these Terms and Conditions.
- **Program Communications:** All official communications regarding the Program, including updates or disqualification notices, will be conducted through specified channels, such as email or the company website.
- **Electronic Consent:** Referrers agree to receive electronic communications from Missouri Valley Payroll regarding the Program. Referrers may opt out at any time, though doing so may impact their participation in the Program.

For questions regarding the Program or these Terms and Conditions, please contact Missouri Valley Payroll at (877) 495-5289.