

ADP Accountant “2022 Tax Season Rewards” Sweepstakes

Official Rules

For a complete list of rules, ask your dedicated ADP Sales Representative

NO PURCHASE NECESSARY TO ENTER OR WIN.

Open only to legal U.S. residents 21 years of age and older.

For Rules and complete prize details send email to Elizabeth.cesare@adp.com

Odds of winning depend on number of entries from eligible entries received and other factors set forth in the rules. Void where prohibited. All entries must be provided by April 30, 2022 to qualify. Subject to all federal, state and local laws, regulations, and ordinances. Sweepstakes begins on March 1, 2022 at 12:00 a.m. Eastern Time (“ET”) and ends on April 30, 2022 at 11:59 p.m. ET (the “Sweepstakes Period”)

1. ELIGIBILITY: NO PURCHASE NECESSARY TO ENTER OR WIN. ODDS OF WINNING DEPEND ON NUMBER OF ENTRIES.

Offered only in the 50 United States and District of Columbia (“U.S.”) and open only to legal U.S. residents 21 years of age and older who are employed as an accounting professional (i.e., CPA, Enrolled Agent, bookkeeper, tax preparer, etc.) during the Sweepstakes Period (March 1, 2022 through April 30, 2022). Any determinations of eligibility will be made by ADP, Inc. (“Sponsor”) whose decisions are final. Participants may be subject to rules imposed by their employers relative to referrals and their participation in promotions and should check with their company for any relevant policies. It is the entrant’s sole responsibility to review and understand his or her employer’s policies regarding eligibility to participate in trade promotions. If participation in this promotion is in violation of employer policies, the entrant may be disqualified from entering or receiving prizes. Sponsor disclaims any and all liability or responsibility for disputes arising between an employee and his or her employer related to this matter, and prizes will only be awarded in compliance with the employer’s policies.

Employees of the Sponsor, its parents, affiliates, subsidiaries, promotion and advertising agencies, and members of their immediate families and persons living in the same household of such employees as well as public sector employees and officials are not eligible to enter or win. Void where prohibited by law or internal business or company policy. Sweepstakes is subject to all applicable federal, state and local laws, regulations, and ordinances. Participation constitutes entrant’s full and unconditional agreement to these Official Rules and to Sponsor’s decisions, which are final and binding in all matters related to the Sweepstakes. Winning a prize is contingent upon fulfilling all requirements set forth herein. All entrants must have access to the Internet prior to the start of the Sweepstakes. Sponsor reserves the right to verify the eligibility of winners. This is a trade promotion and is not open to the general public.

2. SPONSOR: ADP, Inc. – Small Business Services, 71 Hanover Road, Florham Park, NJ 07932

3. PROGRAM DESCRIPTION: To enter, visit adp.com/taxseason2022 and follow the instructions to complete and submit an entry. Any eligible accountant who registers

online at adp.com/TaxSeason2022 ("Tax Season Rewards Web Page") during the Sweepstakes Period will be entered for a chance to win based on the following:

- Two (2) entries for registering during the Sweepstakes Period
- Additional entries - Registered accountants will receive an additional entry for each additional new client of the Eligible Services as that term is defined below that is referred and starts processing payroll with ADP during the Sweepstakes Period (limit of 8 additional entries)
- Limit of ten (10) entries per accountant registrant

All RUN Powered by ADP®, ADP WorkforceNow®, ADP TotalSource® and RUN Powered by ADP® Payroll for Partners (wholesale) units will count toward the total number of clients referred ("Eligible Services").

4. **PRIZES:** On or about May 15, 2022 the Sponsor will conduct random drawings to award the following prizes:

Grand Prize: One (1) Winner will be selected from among eligible entries that registered on the Tax Season Rewards Web Page during the Sweepstakes Period. The prize consists of (1) a \$4500 Amex Travel Voucher "Gift of Travel" Certificate, and (2) \$500 American Express gift card, and (3) an invitation for four (4) to the ADP Golf Invitational (or cash equivalent) – with an Approximate Retail Value ("ARV") of \$1425. The ARV of the Grand Prize is \$6,425.00. Should the Grand Prize Winner elect the cash equivalent of the ADP Golf Invitational, \$1,425 will be issued in the form of an American Express gift card in addition to the \$500 gift card amount. Winner declines their right to attend the ADP Golf Invitational if accepting the cash equivalent. The Amex Travel Voucher "Gift of Travel" certificate ("Certificate") issued by American Express valued at \$4500 may be applied towards a golf, spa or vacation package. This Certificate may be redeemed for vacation packages using the extensive network of American Express endorsed suppliers. It may not be used for car only reservations, hotel only reservations will be accommodated if prepayment is allowed by vendor. Certificate cannot be exchanged for cash, gift cards, or Travelers Cheques. Service fees will apply for bookings made. Certificate is redeemable only for bookings made through an Employee Vacation Programs Travel Advisor and not online. Recipient may apply the Gift of Travel toward the purchase of eligible travel and pay the difference when the total exceeds the value of the Certificate. The recipient must present assigned password prior to redemption. Employee Vacation Programs is not responsible for lost or stolen certificates. Certificates are non-refundable and non-transferable. Certificate issuer terms and conditions apply. Expenses not specified are winner's responsibility. Value of specific travel arrangements, meals and activities will be based upon winners' residence and seasonal rates. Travel and accommodations are subject to availability and certain restrictions and blackout dates may apply. Air carriers, hotels and other transportation, if applicable, selected by Sponsor. All activities and events to be coordinated through Sponsor or its agent. Winner and guest must travel on the same itinerary and will be responsible for all necessary travel documents and

authorizations, any travel insurance and for all trip expenses not specified. Travel must be completed by the expiration date on your Gift of Travel Award but may be extended if necessary or prize will be forfeited in its entirety. All taxes are the responsibility of the winner. Prize winner's travel companion (or if a minor, a parent/legal guardian) must complete a liability/publicity release prior to issuance of travel documents.

Expenses not specified are winner's responsibility. All taxes are the responsibility of the winner.

Second Place: One (1) Winner will be selected from among eligible entries that registered on the Tax Season Rewards Web Page during the Sweepstakes Period. The prize consists of a 6-week business coaching session with the Amy Vetter B³ Method Institute. The ARV is \$2000.

Third Place: Three (3) Winners will be selected from among eligible entries that registered on the Tax Season Rewards Web Page during the Sweepstakes Period. The prize consists of four (4) tickets to the PGA or LPGA event of your choice through March 2023, not including Major PGA events (The Masters, US Open, Open Championship and PGA Championship) and subject to availability. A minimum of 45 days advance notice is required from winners when submitting their event choice. The ARV is \$200-340 depending on the event.

Fourth Place: Ten (10) Winners will be selected from among eligible entries that registered on the Tax Season Rewards Web Page during the Sweepstakes Period. The prize consists of a Scotty Cameron Newport Putter. The ARV is \$400.

Fifth Place: Ten (10) Winners will be selected from among eligible entries that registered on the Tax Season Rewards Web Page during the Sweepstakes Period. The prize consists of a Yeti Tundra 65 cooler. The ARV is \$375.

Total ARV of all prizes to be awarded: \$17,195.

Prizes are non-transferable. Monetary award may be substituted at ADP's discretion.

Winners will be notified by email, phone, postal mail and/or express mail to their firm address for distribution to the winner at Sponsor's sole discretion. The ADP Accountant "2022 Tax Season Rewards Sweepstakes" Prize winner will be required to execute an affidavit of eligibility and liability, which must be returned within 14 days of delivery, or an alternate winner may be selected.

Return of any prize/prize notification as undeliverable may result in disqualification and selection of an alternate winner at ADP's discretion.

Odds of winning will be determined by the number of eligible entries received.

Verification of Potential Winners: ALL POTENTIAL WINNERS ARE SUBJECT TO VERIFICATION BY SPONSOR, WHOSE DECISIONS ARE FINAL AND BINDING IN ALL MATTERS RELATED TO THE SWEEPSTAKES. AN ENTRANT IS NOT A WINNER OF ANY PRIZE UNLESS AND UNTIL ENTRANT'S ELIGIBILITY HAS BEEN VERIFIED AND ENTRANT HAS BEEN NOTIFIED THAT VERIFICATION IS COMPLETE.

5. GENERAL CONDITIONS: All federal, state and local taxes on prizes and all expenses related to acceptance and use of prizes, not otherwise specified, are the sole responsibility of winners. By participating, entrants agree: (a) to these rules and decisions of Sponsor and judges, which shall be final in all respects relating to this promotion; and (b) to release, discharge and hold harmless Sponsor, its affiliates, subsidiaries, advertising and promotion agencies, agents and representatives and their respective officers, directors and employees from and against any and all liability, injuries, losses, damages, rights, claims and actions of any kind arising out of their participation in the sweepstakes and acceptance, use or misuse of a prize including, without limitation, personal injury, death and property damage. Sponsor, its affiliates, subsidiaries, advertising and promotion agencies, agents and representatives and their respective officers, directors and employees are not responsible for and shall not be liable for: (a) electronic, hardware or software program, network, Internet or computer malfunctions, failures, or difficulties of any kind, including without limitation, server malfunction or by any human error which may occur in the processing of entries; (b) lost, late, misdirected, illegible or incomplete entries or postage-due mail; or (c) any condition caused by events beyond the control of the Sponsor that may cause the promotion to be disrupted or corrupted. Sponsor reserves the right in its sole discretion to cancel or suspend the sweepstakes or any portion thereof should virus, bugs or other causes beyond control of Sponsor corrupt the administration, security or proper play of the promotion, in which case the prize will be awarded via a random drawing from among all eligible entries received prior to cancellation. All entries and entry information become property of Sponsor. No prize transfer or cash redemption permitted. No prize substitution except by Sponsor due to unavailability in which case a prize of comparable or greater value will be awarded. Prize cannot be substituted, assigned, transferred, or redeemed for cash; however, Sponsor reserves the right to make equivalent prize substitutions at its sole discretion. Sponsor will not replace any lost or stolen prizes. Prizes cannot be used in conjunction with any other Sweepstakes or offer.

Limit one prize per person per firm. Sponsor makes no warranties, representations or guarantees, expressed or implied, respecting the performance or use of the prize, and expressly disclaim the warranties of quality, merchantability and fitness for a particular purpose.

6. DISPUTES: Entrant agrees that: (i) any and all disputes, claims and causes of action arising out of or connected with this Sweepstakes, or any prizes awarded, shall be resolved individually, without resort to any form of class action, and exclusively by the Federal or State courts located in Morris County, New Jersey; (ii) any and all claims, judgments and awards shall be limited to actual out-of-pocket costs incurred, including costs associated with entering this Sweepstakes but in no event attorneys' fees; and (iii) under no circumstances will entrant be permitted to obtain awards for and entrant hereby waives all rights to claim punitive, incidental and consequential damages and any other damages, other than for actual out-of-pocket expenses, and any and all rights to have damages multiplied or otherwise increased. SOME JURISDICTIONS DO NOT ALLOW

THE LIMITATIONS OR EXCLUSION OF LIABILITY FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO THE ABOVE MAY NOT APPLY TO YOU. All issues and questions concerning the construction, validity, interpretation and enforceability of these Official Rules, or the rights and obligations of the entrant and Sponsor in connection with the Sweepstakes, shall be governed by, and construed in accordance with, the laws of the State of New Jersey, without giving effect to any choice of law or conflict of law rules (whether of the State of New Jersey or any other jurisdiction), which would cause the application of the laws of any jurisdiction other than the State of New Jersey.

7. **WINNER LIST:** For a list of winners, mail a self-addressed, stamped envelope to be received by June 30, 2022 to: Director of Accountant Marketing, ADP Accountant “2022 Tax Season Rewards” Sweepstakes Winners, 71 Hanover Road – MS 670, Florham Park, NJ 07932. VT residents may omit return postage.

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American Express, Amy Vetter B³ Method Institute, Scotty Cameron and Yeti are not involved in or sponsors of this promotion or sweepstakes.