

# Referral Program Agreement

Unifirst Financial & Tax Consultants / Vincent Anthony Abu LLC

## 1. Program Overview

This program rewards qualified individuals or businesses who refer new clients to Unifirst Financial & Tax Consultants and Vincent Anthony Abu LLC.

- Eligible services include: Bookkeeping and Tax Preparation only.
- Referred clients must not already be in our system, CRM, or previous contact lists.

## 2. Commission Structure

Commissions are based on verified payment and service completion by the referred client.

- Bookkeeping: 20% of the first three months' paid service.
- Tax Preparation: 20%, capped at \$100, upon confirmed payment.

## 3. Referral Process & Payout

To ensure transparency and proper tracking, the following guidelines apply to payouts:

- Referrals must be scheduled using your personalized booking link.
- Only new clients are eligible for commissions.
- Payouts are issued within 30 days of confirmation and verification.
- Accepted payout methods: ACH, Check, or Western Union.

## 4. Onboarding Requirements

To be eligible for referral commissions, the following onboarding steps must be completed:

- Complete the digital onboarding form and electronically sign the agreement.
- Submit a signed IRS Form W9 (U.S.) or W8BEN (non-U.S.).
- Provide two valid government-issued forms of identification.

## 5. Legal & Compliance

All referral activity must comply with applicable laws and ethical standards:

- Must comply with Federal, State, and Local regulations, including IRS Circular 230.
- Do not handle or request sensitive client data (e.g., SSNs, tax returns, banking info).

- Avoid any misleading claims, false promises, or misrepresentations.

## **6. Permitted and Prohibited Activities**

Referral partners are expected to act ethically and professionally. The following actions apply:

- Permitted: Share referral links privately; discuss services in a personal or professional setting.
- Prohibited: Using company branding or logos without permission.
- Prohibited: Representing yourself as an employee, agent, or affiliate of Unifirst Financial & Tax Consultants or Vincent Anthony Abu LLC.
- Prohibited: Referring clients who are already known to or engaged with the company.

## **7. Additional Legal Terms**

The following terms apply to ensure the integrity of the program and protection of all parties:

- No Refund, No Payout: If a client is refunded within 30 days, no commission will be paid.
- Confidentiality: Program structure, terms, and client information must remain private.
- No Participation Fees: Joining the program is free of charge.
- Jurisdiction: This agreement is governed by the laws of the State of New York.
- Force Majeure: We are not liable for delays due to events outside our control.
- Referral Attribution: The first referrer to submit a verified lead will receive credit.
- Referral Expiration: Leads must convert within 90 days to qualify for a payout.
- Independent Contractor: You are not an employee or agent of Unifirst Financial & Tax Consultants or Vincent Anthony Abu LLC.

## 8. Acknowledgment and Signature

By signing below, I acknowledge and agree to the terms of this Referral Program Agreement with Unifirst Financial & Tax Consultants and Vincent Anthony Abu LLC. I confirm my understanding and consent to the following conditions:

- I am acting solely as an independent contractor and not as an employee, agent, or representative of Unifirst Financial & Tax Consultants or Vincent Anthony Abu LLC.
- I will only refer clients who are not currently or previously listed in any system or records of Unifirst Financial & Tax Consultants or Vincent Anthony Abu LLC.
- I understand commissions are only payable after the client's eligibility, verified service completion, and confirmed payment are validated by the company.
- I will not use the company's name, branding, or logos without explicit written permission.
- I will not promote services not covered by this agreement, including tax planning or retirement services.
- I am required to submit a completed onboarding form, a signed IRS Form W9 (or W8BEN), and two forms of valid government-issued ID before earning referral compensation.
- I am responsible for any income reporting and tax obligations related to commissions earned through this program.
- I will maintain confidentiality regarding program details and will conduct all referrals in good faith and in compliance with applicable laws.

Full Legal Name: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

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

City, State, ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

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

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

# Referral Program Onboarding Checklist

- ☐ Read and review the complete Referral Program Agreement (included).
- ☐ Complete and sign the acknowledgment and signature section.
- ☐ Submit a completed IRS Form W-9 (U.S.) or Form W-8BEN (non-U.S.).
- ☐ Submit two valid government-issued forms of ID.
- ☐ Wait for confirmation and receive your personalized referral booking link.
- ☐ Only refer clients through your personalized link.

Note: Referrals are only eligible for payout after verification, confirmed payment, and adherence to all terms.

# **Additional Requirements for Non-DHS Authorized and International Referrers**

## **English:**

If you are not authorized to work in the United States under DHS guidelines or if you are located outside the U.S., you must comply with the following requirements to participate in the referral program:

- Complete and submit IRS Form W-8BEN (for individuals) or W-8BEN-E (for entities).
- Provide two valid government-issued forms of identification.
- Submit proof of foreign tax residency (e.g., foreign passport with non-U.S. address or tax ID).
- Act only as an independent contractor—not as an employee of Unifirst Financial & Tax Consultants or Vincent Anthony Abu LLC.
- Do not perform services physically within the U.S. unless you have legal work authorization.
- Payments will only be made after all documents are submitted and verified.
- Failure to comply may result in program removal and withholding of payment.

## **Tagalog:**

Kung ikaw ay hindi awtorisado ng DHS na magtrabaho sa U.S. o ikaw ay nasa labas ng bansa, kailangan mong sumunod sa mga sumusunod upang makasali sa referral program:

- Kumpletuhin at isumite ang IRS Form W-8BEN (para sa indibidwal) o W-8BEN-E (para sa mga entity).
- Magbigay ng dalawang valid na government-issued ID.
- Magpakita ng katibayan ng foreign tax residency (hal. pasaporte na may non-U.S. address o foreign tax ID).
- Kumilos bilang isang independent contractor lamang—hindi bilang empleyado ng Unifirst Financial & Tax Consultants o Vincent Anthony Abu LLC.
- Huwag magsagawa ng serbisyo sa loob ng U.S. kung wala kang legal na pahintulot na magtrabaho.
- Ang mga bayad ay ipoproseso lamang kapag kumpleto at beripikado na ang dokumento.
- Ang hindi pagsunod ay maaaring magresulta sa pagtanggali sa programa at hindi pagbabayad.

## **IRS Form W-9 (Official Use Only)**

Please attach a completed and signed official form from [irs.gov](https://irs.gov)

## **IRS Form W-8BEN (Official Use Only)**

Please attach a completed and signed official form from [irs.gov](https://www.irs.gov)

## **ID Submission Page**

Please attach scanned copies of two valid government-issued IDs below or in your submission.