ADP® Time & Attendance Existing Client Transfer Acknowledgment

OLD COMPANY NAME, hereby acknowledges that the current ADP Time & Attendance services attached to the existing company code will be transferred to the new company code as outlined below.

In addition, **OLD COMPANY NAME,** also understands and agrees that:

- A new ADP Time & Attendance database will be assigned
- All Time & Attendance data associated with clients existing company code will NOT be transferred to the new database and such data shall be purged immediately upon transfer.
- It is **OLD COMPANY NAME,** responsibility to retain all historical data prior to the implementation of the new database and ADP is not responsible for the loss of any client data.
- The client has received instructions to retain all historical data, attached to this form.

Order Date: DATE	
Previous Client Details	**New Client Details**
Company Name: **OLD COMPANY NAME**	Company Name: **NEW COMPANY NAME**
Company Code: **OLD COMPANY CODE**	Company Code: **NEW COMPANY CODE**
RUN IID: **OLD CLIENT IID**	RUN IID: **NEW CLIENT IID**

X _____

Signed By

Date: _____

X _____

Printed Name

Title: _____