**Merge of Data Checklist confirmation.**

**Practice Manager** *-Data that cannot be transferred is listed but not limited to the below;*Business details, multiple phone/email address, Bank details, Services, AML details, Relationships, Share Capital, Shareholdings, Communications Activity, Notes, Active Work, Custom fields, reports, mail merge templates, Automated Message Settings and Document Manager.

**Practice Manager Plus**No Data can be transferred for this module.

*Practice Manager PLUS* Initialled - - .

**Communications Centre**No Data can be transferred for this module.

*Practice Manager* Initialled - .

*Tax Return Production* Initialled -- .

*Accounts Production* Initialled - .

*Esign Centre* Initialled - .

*GDPR Centre* Initialled - - .

*Document Manager* Initialled - .

*Communications Centre* Initialled - .

**Tax Return Production**All tax returns, (SA and CT) and filing history can be imported.

**Accounts Production**No Data can be transferred for this module.

**Time**No Data can be transferred for this module.

*Time* Initialled - .

**Esign Centre**No Data can be transferred for this module.

**GDPR Centre**No Data can be transferred for this module.

**Document Manager**No Data can be transferred for this module.

**VAT Filer**No Data can be transferred for this module.

**Company Incorporator**No Data can be transferred for this module.

*VAT Filer* Initialled - .

*Company Incorporator* Initialled - .

*AML Centre* Initialled - - .

**AML Centre**No Data can be transferred for this module.

**HMRC Forms**No Data can be transferred for this module.

*Admin Centre* Initialled - .

*Companies House Forms* Initialled - .

*HMRC Forms* Initialled - .

**Companies House Forms**No Data can be transferred for this module.

**Admin Centre**No Data can be transferred for this module.

**Batch Filer**No Data can be transferred for this module.

*Batch Filer* Initialled - .

**Confirm the Direction of the Merge of data**

**SECONDARY database – Data is being exported out of this database.

Company Name .
Customer Account number .**

**PRIMARY / MAIN database – Data is being IMPORTED into this database.**

**Company Name .
Customer Account number - .**

**Transfer archived clients - .
Transfer tax returns older than seven years - .**

**After the merge has been completed the secondary database and account will still be accessible, please confirm how you would like these treated.

Leave the secondary account as it is. - .
Remove access to the database, by expiring active products. - .
Merge the secondary admin account into the primary admin account. - .
Close the secondary account - .
Close the secondary account and provide a read only copy of the original secondary database. - .
Other - . .**

**I have read and understand what information can be transferred during the Merge of data process into the Primary database.**

**Signed - . Dated - .

Company Name -**  **.**

**Signed - . Dated - .

Company Name - .**