**7 Questions to Ask Any Payroll Provider**

Doing your own payroll processing in–house is very time consuming and complicated. Mistakes can lead to significant penalties and unhappy employees.

A Payroll service is a valuable alternative to in-house processing. It can save your business time and money and offer simpler ways to pay your employees, and file your taxes.

Before selecting a payroll provider, evaluate these 7 critical questions.

**Question #1 - What Features Does Your Payroll Service Offer?**

Make sure you understand what their basic service covers and how long those rates will remain in effect. If there are payroll mistakes, how long will it take to correct the error and at what cost?

**Questions #2 – How Much of Payroll Will I Have To Manage?**

Different payroll providers offer different processing solutions. The types of service vary widely. Determine how much you want to be involved, and who will handle the payroll tasks including gathering hours, submitting payroll and processing employee changes.

**Question #3 – How Do I Get Reports?**

Larger payroll providers can be very inflexible with their reporting systems. Some will only print reports once, and getting additional reports may require significant time delays. Our EmployerOnTheGo software allows our clients to access all reports and tax returns at any time, at their convenience.

**Question #4 – How Easy Is It To Switch Payroll Providers?**

Find out what is involved in switching. How can the employee information be submitted to the new payroll bureau? Is there a time of year that is best for your business? Is there a setup or conversion fee?

**Question #5 – Can I See A Payroll Register Prior to Receiving Checks?**

Some larger service bureaus cannot tell you what your payroll expenses will be until the checks are printed. With our online software, you have the ability to review the payroll input, and total payroll expense prior to closing the payroll.

**Question #6 – Who Will My Contact Be At Your Firm?**

At PayPlus every client has a dedicated Payroll Specialist. We do not have a call center, and every time you contact us you are speaking with the same person who knows and understand your payroll needs.

**Question #7 – Can you Provide Me With References?**

An important part in making your decision to change payroll providers is checking references. We understand this can be a scary process and we want you to feel very comfortable with your decision to use PayPlus. We are happy to provide you with references from our long term clients.