

**Small Business  
Payroll Services, LLC**  
*\*Professional \*Personal \*Reliable*

**What should you look for in a payroll company?**

**This is by far the most important question you can ask.**

- Your payroll provider should price openly and fairly and have no 'hidden extra charges'. They should have Customer Service processes in place and have the professionalism to uphold those procedures. They should offer a range of options and provide you with personal attention. You should have direct access to your Payroll Processor and access to the owner of the company. When you have a payroll or payroll tax issue you must have the right people working for you. **Get references.**
- Your payroll provider should be a healthy company – not so small or so aggressive in price that they cannot stay in business and maintain a superior level of service yet the right size to provide you competent payroll device with the ability to sustain the customer service you deserve.

**How should I evaluate the price proposal?**

First, understand that *'Payroll is more than just payroll'*. From the beginning of service to the delivery of your year-end statements and W-2's (or 1099's) your payroll provider will provide many services.

**KNOW WHAT THEY CHARGE FOR EACH AND EVERY SERVICE YOU WILL NEED.**

Ask the following questions:

- Do I pay for any reports including reports that are not part of your standard package?
- Do I pay extra for quarterlies?
- Do I pay extra for Job-Costing or similar functions?
- Do I pay extra for calculations of pre-tax plans such as POP or 125's?
- Do I pay extra for any benefit or insurance tracking?
- What do I pay for W-2 and 1099 processing?

**Most important:** Even with all the above answers factored into your comparison the cheapest quote will not always save you money. Money is only an issue in the absence of value.

## What do I need to get started?

Less than what you may have been told. You will need any employee list for your current and released employees for the current year. If you choose Direct Deposit provide us with an authorization form signed by each employee along with a canceled check or deposit ticket. A copy of your year-to-date payroll report, tax account information and assignment forms. That is about it.

*We can get you started with just a week's notice.*

## When is the best time to switch over?

**Any time you like.** The task for updating our files is our responsibility, not yours. We can update our records with your year-to-date information and be ready to successfully process your payroll in just a week. And we will provide you with W-2's and 1099's for the entire year.

Small Business Payroll Services will provide you with superior payroll processing and exceed your customer service expectations. We strive to take this time-consuming task off your plate so you can get back to the reason you got into business for yourself; be in control of your time and to make your business as successful as you want. When you have an issue you will never have to worry about dealing with a salesperson; you will always have a direct connection with the owner.

Thanks so much for your consideration,

Maria Hogue

Phil Reese