



WHAT TO LOOK FOR IN A PAYROLL PROVIDER

✓ Will my payroll taxes be paid and filed to the appropriate agencies accurately and on time?

Why this matters: An estimated 40% of small businesses end up paying a payroll penalty each year, with the average penalty costing \$845.

SurePayroll: SurePayroll pays and files federal, state, and local payroll taxes for clients.

✓ What happens if I receive a notice about my payroll taxes?

Why this matters: Incorrect tax filings happen. It's important that your payroll service guarantees its tax payment and filing, and is ready and able to help make it right if you receive a notice from a tax agency.

SurePayroll: If you receive a notice from the IRS, or any other tax agency, based on a filing that SurePayroll made, we'll work with the agency to help resolve the issue on your behalf. And, if we're at fault, we'll pay all the associated penalties and fines.

✓ What if I need help?

Why this matters: From set-up to standard processing, you want to be sure that your payroll service has a support team ready to assist. Ask where the team is located, what their hours are (as a small business owner, you're likely working nights and weekends), and how you can reach them (look for providers that offer multiple contact options, to be sure that your preferred method of communication is available).

SurePayroll: SurePayroll offers award-winning, U.S.-based customer service with extended evening and weekend hours, available via phone, email, online chat, and fax.

✓ What's the standard payroll processing time?

Why this matters: As a small business owner, cash flow can be tough to manage, and you might find yourself "working the float" to keep your business going. Some payroll companies have a 4 day processing window, which means your funds will be tied up and in processing 4 days ahead of payroll.

SurePayroll: SurePayroll's standard payroll processing window is 2 days — meaning you get to keep your funds in your control longer.

✓ What if I miss my payroll deadline?

Why this matters: While you should never plan to miss your payroll processing deadline, it can happen. For those days, you'll want to ensure that your payroll provider has expedited options available to ensure that your employees get paid on-time, every time.

SurePayroll: SurePayroll offers next-day and same-day payroll processing to qualifying clients who have missed their payroll processing deadline—or for those who need to run an unscheduled, expedited payroll in cases like a final paycheck.