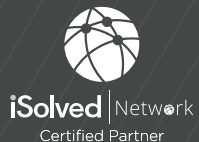# 4 THINGS TO CONSIDER WHEN CHOOSING A PAYROLL SERVICE PROVIDER

SECURITY

When working with sensitive information, security needs to be one of your main concerns.

Look for:

- Secure servers
- Physical backup stations
- SSAE 16 Type II
- Guarantee of security

INTEGRATION

Business owners also have to consider the managerial responsibilities associated with benefits administration and human resources.

Look for:

- Expert advice & solutions
- Workforce solution package

PAYROLL TAXES

Taxes are a reality of life. The payroll service provider that you choose should be able to process the typical state and federal level tax deductions and filings.

Look for:

- Able to view deductions in a customized report
- What actions are taken if mistakes are made
- Capability to handle different regulations in different areas

SERVICE

Customer service is an important thing to consider when looking for a payroll service provider. Little is more frustrating than dealing with poor customer service when you have questions or an issue that needs to be resolved.

Look for:

- Specific specialists matched with your company
- Detailed online FAQs
- Detailed online tutorials
- 24/7 customer service
- Support via email, phone and chat

There are many different payroll service providers available. Be sure that you consider the before-mentioned considerations when looking for a provider. Knowing these details about a provider will help you make a wise, well-informed decision that can help ease the burden of your business.

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