



## WHEN TO CONTACT YOUR PAYROLL SPECIALIST

Many business owners don't understand when it would be helpful to contact their payroll specialist. Payroll specialists need time to get their work done, but **emailing about certain small changes** or **calling about large changes** may be necessary. Here's a list of some times when you should reach out:

- If you're buying, selling, or closing a business
- If you're changing bank accounts
- If you receive tax information or correspondence from the government
- If you receive employee child support orders, garnishments, or levies
- If you're reporting additional W-2 information at year-end
- If you're facing a payroll tax or workers' compensation insurance audit
- When you're looking for new ways to compensate employees
- When you're looking for payroll incentives to attract new talent
- When you want to add employee benefits
- When you have questions about your payroll reports
- Before you implement an employee reimbursement plan
- Before you allow employees to use company vehicles for personal use
- If you're adding new employees to your payroll
- If you're not sure how to classify a worker (independent contractor or employee)
- If your numbers aren't adding up correctly in the payroll software
- When you have questions about your payroll tax responsibilities
- If you have any questions about changes to payroll tax laws
- If you need clarification on the taxation of employee compensation
- If you've given an employee a payroll advance or loan
- If you've missed paying an employee
- If you made a mistake when reporting on a past payroll
- When employee pay rates need to be adjusted
- When you hire employees in states that you haven't before
- When compensation is higher than normal and special taxation is needed
- When an employee updates their W-4 information