

PEO Questionnaire

1. What will the PEO cost Vs. current costs:

	Current	PEO
Human Resources		
Payroll		
Work Comp		
Health Insurance		

2. What is the fee structure for the administrative services (payroll, taxes and service fees)?

- a. “Global” or bundled fee versus ala carte?
- b. Percentage of payroll, insurance or other services?
- c. Per employee fee?
- d. Are there any additional fees not outlined in the proposal that I should be aware of (Tax prep, HR, Compliance, etc.)?
- e. What happens when caps are met for items like state and federal unemployment taxes? Does the PEO keep billing us beyond the maximum caps?
- f. What about during the “transition” to the PEO-do the caps start over due to having a new Tax ID number under the PEO? (for effective dates other than January 1st).

3. What control will I have over my work comp costs as an individual company in the pool?

4. Questions to ask a PEO regarding their health plan:

- a. Waiting periods (what options are available, who controls)?
- b. Minimum contribution requirements?
- c. Is defined contribution allowed?
- d. Does the PEO have Multi-plan options?
- e. How long has the health plan been in existence?
- f. How many companies participate in the pool we would be in?
- g. How many total members are in the pool we would be in?
- h. Rate increase for the past 3 years?
- i. How many carriers has the PEO been with in the past 5 years?
- j. Can I obtain a copy of the certificate of coverage?
- k. Other coverage required (i.e. Life, DI, etc.)?
- l. What happens if healthy groups leave the PEO for lower rates and only the unhealthy groups stay?
- m. What are my options if the rate increases are larger than expected?