PEO FOR THE CEO

PEO Evaluation Checklist

22 Questions Every CEO Should Ask Before Choosing a PEO

1 *Medical Plan & Rate Details*

- What is the PEO's medical plan renewal date?
- Will you receive a 12-month rate lock?
- Can the PEO cap rate increases (e.g., no more than 9%) in your contract?

2 *Mid-Year Tax Credit Handling*

- Will the PEO credit your prior FICA taxes (Social Security & Medicare)?
- Will the PEO honor SUTA (State Unemployment Tax) already paid?
- Can they prevent you from double taxation if starting mid-year?

3 *Credentials & Certifications*

- Is the PEO IRS Certified (CPEO)?
- Is the PEO a NAPEO member and ESAC accredited (less than 3% are)?
- Do they have SSAE 18 SOC 1 audit/compliance standards?
- Are they a SHRM Recertification Provider?

4 *Contract & Exit Terms*

- How much notice is required to terminate the contract (30/60/90 days)?
- Is there a termination with cause clause?
- Can someone review the contract with you?

5 *Implementation Timeline*

- Do they provide a 30-45 day onboarding window?
- Do they offer a kick-off call and assigned implementation specialist?
- Are mock payroll runs and training provided?

6 *Client Experience & Support*

- Do they complete a Strategic Needs Assessment within 60 days?
- Are quarterly leadership meetings and annual reviews included?
- Do they offer dedicated account managers and clear communication channels?

7 *Training & Compliance*

- Do they help you stay compliant with federal/state laws?
- Is Employment Practices Liability Insurance (EPLI) available?
- Do they provide HR webinars and training for your team?

PRO TIP
There are over **600 PEOs** nationwide. Work with an independent PEO broker to receive side-by-side comparisons, contract reviews, and unbiased guidance - at no cost to your business.

Need Help Comparing PEOs?

Suzanna Martinez
Founder, PEO For The CEO
Suzanna@PEOForTheCEO.com | www.PEOForTheCEO.com