



SMARTPAY PAYROLL REPORTING SERVICE (SPRS)

THE BENEFITS OF SPRS

- ✓ Policyholders enjoy the flexibility of pay-as-you-go solutions while maintaining the freedom to work with their preferred payroll providers.
- ✓ Easy set up with any payroll vendor that does not currently have a direct integration with the SmartPay platform.
- ✓ SmartPay takes care of payroll reporting, saving policyholders valuable time.

WHEN TO USE SPRS

The **SmartPay Payroll Reporting Service (SPRS)** is designed for policyholders whose payroll providers don't directly integrate with our pay-as-you-go billing solution. SPRS is a simple, optional payroll reporting service that ensures accurate payroll reporting each pay cycle.

To be eligible for SPRS, policyholders need a Workers' Compensation Report that includes subject wages by state and class code. ADP, Paychex and Intuit are a few of many vendors where SPRS is applicable. In cases where a Workers' Compensation Report isn't available, alternative reports may be accepted under certain conditions.

For an annual fee of \$350 (*effective February 1, 2025*), SmartPay will work with policyholders to establish payroll reporting processes, ensuring seamless reporting each pay cycle.

HAVE QUESTIONS OR LOOKING FOR MORE INFORMATION?

Please contact our SPRS team by phone, email, or chat.

Our support team is available Monday - Friday 8 a.m. - 8 p.m. EST.

☎ [877.905.0786](tel:877.905.0786)

✉ SPRSsetup@smartpayllc.com

💬 www.smartpayllc.com



Reporting Service (SPRS) Registration Form

To be eligible for this service the policyholder must meet requirements R. 1, R. 2 & R. 3 below, and there must be a report meeting these requirements for each reporting period.

The SPRS fee of \$350 (effective February 1,2025) will be auto-billed at the beginning of each policy term that policyholder is enrolled. (see item R. 4).

A) Named Policyholder:	
B) Contact Name (First & Last):	
C) Contact Email Address:	
D) Contact Phone Number:	

SPRS Reporting Information		
	Yes	No
R. 1) I authorize SmartPay Solutions to immediately bill and collect a one-time SPRS fee via ACH using the banking information provided to SmartPay.	<input type="radio"/>	<input type="radio"/>
R. 2) Is there a report available that provides total subject wages by class code or components of subject wages by class code?	<input type="radio"/>	<input type="radio"/>
R. 3) Are class codes assigned to each employee within the payroll system?	<input type="radio"/>	<input type="radio"/>
R. 4) Are there multiple payrolls to be reported separately - multiple FEINs, pay cycles, locations, etc. (If yes, and it's more than 3, please attach additional information)?	<input type="radio"/>	<input type="radio"/>

Entity Name:			
Pay cycle: how often are employees paid (weekly, bi-weekly, semi-monthly, monthly)?			
First pay date in the policy term:			
Payroll Service Provider:			
If ADP, indicate platform (Run, WorkForce Now, Other: Specify):			
If Paychex, indicate platform (Flex, Other: Specify):			
If QuickBooks, indicate platform (Full Service, Other: Specify):			
If Other, indicate Payroll Vendor Name, City, State, and platform.			

I confirm I have read, understand and agree to the terms described above. I have provided the requested information and am authorized to sign on behalf of the policyholder.

Signature _____

Name (printed) _____ Date ____ / ____ / ____

EMAIL THIS FORM TO: SPRSsetup@smartpayllc.com

For questions please contact 877.905.0786 or email us at support@smartpayllc.com.