

NOTICENINJA

DIGITAL NOTICE COMPLIANCE

PEO Compliance Benchmark Scorecard



This benchmark tool helps **Professional Employer Organizations (PEOs)** evaluate their payroll tax compliance operations. Score yourself across each area by reviewing the sample questions and selecting the description that best matches your current state. Use this scorecard to identify strengths, gaps, and improvement opportunities—regardless of whether you use NOTICENINJA.

IRS Forms & Filings

- ☐ Are Form 9973 deadlines tracked automatically?
- ☐ Are IRS submissions stored and accessible?
- ☐ Can you batch submit 9973 filings?

Multi-State Compliance

- ☐ Are SOPs defined by each state?
- ☐ Is every client jurisdiction tracked centrally?
- ☐ Are state tax rules updated regularly?

Co-Employment & Credits

- ☐ Are tax credits mapped by EIN?
- ☐ Is risk from shared filings tracked?
- ☐ Do alerts flag credit eligibility issues?

Notice Management

- ☐ Are notices categorized by agency type?
- ☐ Do alerts trigger before due dates?
- ☐ Can notices be auto-assigned to owners?

Audit Readiness

- ☐ Can historical resolutions be accessed instantly?
- ☐ Is there a complete audit trail?
- ☐ Are penalties and deadlines tracked systemically?

“What gets measured, gets managed.”

- Peter Drucker

SCORING LEGEND

- 0 = Not in place** (no system, process, or visibility)
- 1 = Basic** (manual, inconsistent or undocumented)
- 2 = Emerging** (partially standardized, some tools in place)
- 3 = Best-in-Class** (automated, auditable, integrated into daily workflows)

How'd you do?

- 30-36 points:** **Strong:** Audit-ready and optimized for compliance.
- 21-29 points:** **Moderate:** Some systems in place, but room to scale.
- 13-10 points:** **High Risk:** Recommend Formalizing processes and exploring automation.
- <12 points:** Immediate action is needed to bring processes up to industry standards.

