Dear [boss/manager name],

I am asking for your approval to purchase **The Payroll Source® Online**, an electronic subscription-based version of the industry’s most trusted resource: *The Payroll Source*®. This subscription, available on the PayrollOrg [**Bookshelf**](https://bookshelf.payroll.org/), provides all the essential information needed to keep our company in compliance with federal laws and regulations affecting payroll operations. It covers every aspect of payroll administration, from fundamental forms and regulations to complex benefits taxation, reporting, and international payrolls. It is updated throughout the year and I could also use it to prepare for the Certified Payroll Professional (CPP) exam.

The Payroll Source Online includes two versions of the publication on a virtual platform:  
 •  A continuously updated version to reflect changes in legislation and regulations  
 •  A study guide version that can be downloaded and saved

We all know how quickly and how often the information and requirements affecting payroll changes. Fortunately, PayrollOrg's expert staff update The Payroll Source Online throughout the year with the developments we need to know. These expert staff include staff attorneys, a Government Relations team, and their payroll trainers who are all payroll practitioners.

The quality and value of The Payroll Source Online is superior to competing products and would be an amazing benefit to our organization. It contains citations and links to underlying laws, federal regulations, and other information such as government forms and publications, agency guidance, and contact information. This will save me hours of time researching on the internet, going to multiple sites and sifting through various sources to try and pinpoint specific payroll information among the more general tax information and then trying to ascertain the implications for our company.

In addition, we will not have to pay for services we don’t need or use, such as extra subscriptions, legal advice, and webinars. There are no surprise fees or exorbitant rate increases with The Payroll Source Online.

**(Include the following section if you are a currently a member of PayrollOrg)**

As a PayrollOrg member, I receive a discounted price for The Payroll Source Online. In addition, if we take advantage of the [**multi-user license**](https://ebiz.payroll.org/ebusiness/ProductCatalog/Product.aspx?ID=6865), this resource would not only be accessible to me, but to other staff at our organization. This resource is sharply discounted for three or more users on our team, and the more people we add, **the more we save**!

**Summary of costs for PayrollOrg members**

|  |  |
| --- | --- |
| **Number of Users** | **Price Per User** |
| 1-2 | $440 |
| 3-5 | $375 |
| 6-10 | $355 |
| 11-20 | $330 |
| 21-50 | $305 |
| 51-100 | $285 |

I appreciate your consideration of my request. Please take a moment to look at The Payroll Source Online product page — [**Payroll.org/PSO**](https://ebiz.payroll.org/ebusiness/ProductCatalog/Product.aspx?ID=6320) — for an overview of this resource. I am excited to use this product and am certain it will be a valuable investment for myself and our entire organization.

*Thank you for your time.*

*Yours truly,*

*[YOUR NAME],*

*a payroll professional, passionate about developing new skills to improve our team*

*Last Updated: 3/5/25*