Dear [boss/manager name],

I am asking for your approval to purchase **Payroll Source Plus®**, PayrollOrg’s online, subscription-based payroll reference library on the [**Bookshelf**](https://bookshelf.payroll.org/). This resource will provide me with the federal and state laws, regulations, and information we need to keep our company’s payroll operations in compliance. Payroll Source Plus can be used on my desktop computer, laptop, tablet, and smartphone, so I can use it wherever I work, whether it is in the office or at home.

We all know how quickly and how often the information and requirements affecting payroll changes. Fortunately, PayrollOrg's expert staff updates the four essential publications of Payroll Source Plus throughout the year with the developments we need to know. Their staff attorneys research, write, and update the publications on a quarterly basis. Their Government Relations team works directly with government agency leaders and lawmakers, and their expert payroll trainers, who are all payroll practitioners, explain the practical impact of compliance requirements, with detailed examples.

The quality and value of this product 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.

This resource provides unlimited one-year access to four essential PayrollOrg publications and an e-newsletter on the latest state and local payroll compliance news:

* *The Payroll Source®*
* *Federal Payroll Tax Laws & Regulations*
* *Federal Payroll Non-Tax Laws & Regulations*
* *Guide to State Payroll Laws*
* *PayState Update* biweekly e-newsletter

Payroll Source Plus also includes:

* A study guide version of *The Payroll Source* to download
* Glossary of common payroll terms and acronyms
* Review questions and exercises for each section of *The Payroll Source®*
* CPP exam preparation tips, review questions, and practice exams
* Federal withholding tables, forms, and instructions

As a PayrollOrg member, I receive a discounted price for Payroll Source Plus. In addition, if we take advantage of the [**multi-user license**](https://ebiz.payroll.org/ebusiness/ProductCatalog/Product.aspx?ID=6866), 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**! (Only the purchaser of the multi-user license needs to be a PayrollOrg member to receive the member price for all users in the group.)

**Summary of costs for PayrollOrg members**

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| **Number of Users** | **Price Per User** |
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| 3-5 | $825 |
| 6-10 | $800 |
| 11-20 | $750 |
| 21-50 | $715 |
| 51-100 | $700 |

I appreciate your consideration of my request. Please take a moment to look at the Payroll Source Plus product page — [**Payroll.org/source**](https://ebiz.payroll.org/ebusiness/ProductCatalog/Product.aspx?ID=6067) — 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*