




Billing | Practice Management | Accounting

How Scheduling Payments Gets Law Firms Paid Faster



Administrative tasks are one of the biggest impediments to getting paid on time. While manual processing and human error from both sides of a payment can lead to a clunky and frustrating process, it doesn't have to be this way.

Eliminating barriers, such as the need for physical invoices or payment by check, creates more opportunities for your clients to pay their bills on time.

By automating as much of the payment process as possible, law firms can provide simple payment solutions that make it easy for clients to pay. In particular, scheduling payments is a tactic that can help your firm get paid faster. It can also foster an improved client experience when your firm combines this with other payment practices, such as offering credit card payments.

Tabs3Pay now offers flexible scheduled payment options, including the ability to:

- Create payment schedules for both regular client payments and trust deposits
- Give clients the option to set up automatic account withdrawals for ongoing payments
- Provide flexibility with your payment options to fit different types of billing

These options can get your firm paid faster and improve the overall client experience at the same time.

IMPROVE YOUR CLIENT EXPERIENCE WITH SCHEDULED PAYMENTS

We're going to hazard a guess: paying bills isn't your clients' favorite part of the day. But the easier you make it to pay those bills, the more likely a client is to pay on time each month. Law practices that offer a seamless payment process can significantly reduce feet-dragging procrastination or delayed payments.

Providing clients with a convenient and easy way to make payments can reduce the average time it takes them to pay. Studies show that firms accepting digitized payments by card get paid a substantial **39% faster** on average. This can have a positive impact on your cash flow and your accounts receivable.

Scheduling payments via a secure portal also makes it easy for clients to pay in a timely manner by creating a predictable payment process. Tabs3 provides law firms with the software tools to integrate scheduled payments into their payment system, so firms can get paid faster and have happier clients.

The easiest way to facilitate on-time client payments is to schedule transactions in advance. Scheduled payments provide benefits for both your practice and your clients.





SAVE TIME

Stop chasing clients for past-due invoices. Automatic scheduled payments create an efficient system that takes the guesswork out of billing for both parties.



BUILT-IN FLEXIBILITY

Plan ahead and meet your clients at their preferred billing solutions. Firms can schedule a one-time payment or set up recurring charges for flexible payment options.



MORE CONVENIENT THAN EVER

Clients can pay online with their credit cards through secure payment portals.

Tips for Implementing Scheduled Payments (and Getting Paid Faster)

When it comes to rolling out a new payment option for clients, it's important to create a tracking and communication plan.

CHOOSE LEGAL-SPECIFIC SERVICE PROVIDERS

When it comes to scheduling payments for trust accounts, law firms need to consider the ABA's ethics rules for trust accounting.

Under [Rule 1.15](#) of the ABA's Model Rules of Professional Conduct, law firms cannot commingle client and operational funds. Practices can only withdraw funds from a client trust account when fees are earned or expenses are incurred.

Many generic payment processors withdraw their processing fees directly from the same account they deposit payments into, which would be a direct violation of the Bar rules for trust accounts.

However, a legal software solution like Tabs3Pay can automatically withdraw processing fees from your firm's operating account while depositing funds into the client's trust account. Through this method, law firms can enjoy the benefits of trust credit card transactions while staying compliant with the ABA.

DOCUMENT THE PROCESS

A thorough documentation of the process will protect your firm as you add a new payment option for clients. Keeping documents on hand related to security protocols, compliance, and system updates will help your firm stay organized and allow team members to find important information quickly.

CREATE A COMMUNICATIONS PLAN

It's one thing to add scheduled payments to the system. It's another thing to make sure that your team members and clients alike understand the new payment system. Firms should create tailored communications plans for both internal and external users.

For internal communications, it may help to create an explainer video or tutorial for team members. It's important to address:

- How to use the system and set up scheduled payments for clients
- The different functionalities of a payment scheduling system
- Common questions from clients and how to answer them
- Security and compliance protocols



Clear internal communication can prevent any bottlenecks that would slow down processes involved with scheduling payments.

For external communications, law firms can present the system as an added bonus for their clients that's designed to make their lives easier without sacrificing privacy or security. You can use your communications plan to explain:

- New benefits and advantages for clients
- How to switch to scheduled payments
- Common FAQs
- Who to contact for more information

Depending on your law firm and its clientele, you may want to plan to have these conversations in person or build out an email campaign that leads users through the process of setting up scheduled payments.

TRACK METRICS TO EVALUATE IMPLEMENTATION

With any new system feature rollout, monitoring metrics is key to evaluating launch success and understanding the best ways to improve moving forward. Monitoring KPIs can help your team understand where your system is working and where to focus your efforts. Metrics will also help your team evaluate expenditures when it comes to business financial planning.



GET PAID FASTER WITH TABS3PAY

Tabs3 Software is an industry-leading provider of practice management, billing, and accounting software for lawyers. With Tabs3Pay, we've created a payment processing solution designed to meet the needs of law firms.

Tabs3Pay provides payment scheduling options that will facilitate faster payments while maintaining security and compliance with ABA protocols.

Our legal-specific payment processing software also offers:

- Simple and transparent pricing
- Certified PCI-compliant security
- The ability to accept payments either by credit card or by eCheck
- An optional surcharging feature that allows your firm to pass on credit card processing fees to clients (available in states that allow credit card surcharging)

If you're ready to get started with convenient, compliant credit card processing for lawyers, **get in touch** or **schedule a walkthrough demo**.