

CURRENT PAYROLL FEES

SET UP COSTS

	£
For new payrolls – Administration Fee	68.00
- Charge per Employee	1.10
For ongoing payrolls, set up during the year – Administration Fee	104.00
- Charge per Employee	1.10

For this we set up each employee on the system from the information on the Starter Input forms, which we would provide.

ONGOING PAYROLL COSTS

Charges per month:-	£
Administration Fee – Monthly Payroll only	35.00
- Fortnightly (including monthly)	40.00
- Weekly Payroll (including monthly)	45.00
Charge per Payslip	1.15
Charge per Payslip, including Pension Calculations	1.45
Charge per P45	0.65
Charge per Joiner	1.15
Statutory Sick Pay – per Individual	0.75
Holiday Pay Calculations - per Individual	2.70
Tax Credit Setting Up Charge	5.50
Re-runs of payrolls due to client errors	7.00

For this price we run the Payroll for you and produce payslips for the employees, PAYE Remittance details and a variety of Reports tailored as far as possible to your requirements, including an AUTOPAY\BOBS Listing, if required. The documentation can then be sent or faxed to you. If we receive the pay details by 10 a.m. the payroll will be available by the end of the day.

END OF YEAR RETURNS

To complete the P35 and P14 forms:-	£
Charge per Employee	2.00
To complete P11D forms:-	
Charge per Employee	8.80

We will complete all the required End of Year PAYE documentation as required and send it to you within two weeks of the financial year end to enable you to comply with the Inland Revenue deadlines.

The charges shown are approximate costs for guidance only since each client is dealt with individually and the fees negotiated according to the numbers of staff and the involvement required.