

PAYROLL FEES

The charges shown below 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.

SET UP COSTS

	£
For new payrolls - Administration Fee	80.00
- Charge per Employee	1.20
For ongoing payrolls, set up during the year - Administration Fee	120.00
- Charge per Employee	1.20
For auto-enrolment pension schemes	600.00

ONGOING PAYROLL COSTS

Charges per month:-

	£
Administration Fee - Monthly Payroll only	40.00
- Fortnightly (including monthly)	50.00
- Weekly Payroll (including monthly)	80.00
Pension Scheme Administration - Monthly Payroll	50.00
-Weekly Payroll	180.00
Charge per Payslip	1.60
Charge per P45\Statutory Sick Pay Calculation	1.00
Charge per Joiner	1.40
Holiday Pay Calculations - per Individual	2.80
Re-runs of payrolls due to client errors	8.60
Internet Bank Transfer fees	8.60

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. We also complete the RTI submissions to HM Revenue & Customs with every pay run. If you have an auto-enrolment pension scheme we will process the pension deductions as required, upload the data to your pension provider and send you all Reports. The documentation can then be posted, emailed 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 Annual Declaration and P60 forms:-	£
Charge per Employee	2.60
To complete P11D forms:-	
Charge per Employee	12.00

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 HM Revenue & Customs deadlines.