

## PAYROLL BUREAU 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	72.00
- Charge per Employee	1.20
For ongoing payrolls, set up during the year - Administration Fee	110.00
- Charge per Employee	1.20

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	38.00
- Fortnightly (including monthly)	46.00
- Weekly Payroll (including monthly)	74.00
Charge per Payslip	1.40
Charge per Payslip, including Pension Calculations	1.55
Charge per P45	1.00
Charge per Joiner	1.50
Statutory Sick Pay - per Individual	1.00
Holiday Pay Calculations - per Individual	2.80
Re-runs of payrolls due to client errors	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. The documentation can then be sent, 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 P35 and P14 forms:-	£
Charge per Employee	2.50
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 four weeks of the financial year end to enable you to comply with HM Revenue & Customs deadlines.