

# Payroll Service Fees

## Valid from 1<sup>st</sup> April 2025

Service	One Off Charge	One Off Additional Charge Per Employee	Ongoing Monthly	Ongoing Weekly
<b>New Scheme Set up</b>				
Registration of new PAYE scheme with HMRC	£150.00			
Assistance with New pension Scheme Set Up including setting parameters, pensionable pay, percentage settings, assessments of workforce eligibility and contributions	£122.00	£12.60		
Set up for BACS Processing	£61.00	£12.60		
<b>Existing Scheme set up</b>				
Set up company data, payment and deduction formulae and processing rules Input of all employees standing data and year to date information	£122.00	£12.60		
Registration of existing Pension Scheme	£68.00	£12.60		
<b>Ongoing Compliance</b>				
Payroll administration, including filing of RTI returns, up to 3 pay slip's			£49.50	£42.00
Charge per Additional Payslip			£7.90	£6.30
BACS submission for employee salary payments			£31.00	£31.00
Creation and upload of contributions to Pension Provider 1 - 5 employees			£28.00	£28.00
Creation and upload of contributions to Pension Provider 6 - 25 employees			£43.00	£43.00
Creation and upload of contributions to Pension Provider 26+ employees			£62.00	£62.00
Declaration/Redeclaration of Compliance with the Pensions Regulator	£68.00			
Regular costs above include allowance for up to a total of 3 staff starter/leavers per month. <i>Where this is exceeded the additional charges per employee will apply</i>				
All fees are subject to standard rate VAT and will be reviewed annually on 1 <sup>st</sup> April				