

Payroll Service Fees

Valid from 1st April 2024

Service	One Off Charge	One Off Additional Charge Per Employee	Ongoing Monthly	Ongoing Weekly
New Scheme Set up				
Registration of new PAYE scheme with HMRC	£143.50			
Assistance with New pension Scheme Set Up including setting parameters, pensionable pay, percentage settings, assessments of workforce eligibility and contributions	£116.50	£12.00		
Set up for BACS Processing	£58.50	£12.00		
Existing Scheme set up				
Set up company data, payment and deduction formulae and processing rules Input of all employees standing data and year to date information	£116.50	£12.00		
Registration of existing Pension Scheme	£64.50	£12.00		
Ongoing Compliance				
Payroll administration, including filing of RTI returns, up to 3 pay slip's			£47.00	£40.00
Charge per Additional Payslip			£7.50	£6.00
BACS submission for employee salary payments			£29.50	£29.50
Creation and upload of contributions to Pension Provider 1 -5 employees			£26.50	£26.50
Creation and upload of contributions to Pension Provider 6 - 25 employees			£41.00	£41.00
Creation and upload of contributions to Pension Provider 26+ employees			£59.00	£59.00
Declaration/Redeclaration of Compliance with the Pensions Regulator	£65.00			
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 st April				