

Payroll & Pension Fee Schedule (exc vat)

January 2018

There is no fee for transferring your payroll to us.

Payroll & Pension Processing (per pay run, y/e)

1 employee	£50
2-5 employees	£60
6-10 employees	£120
11-15 employees	£180
16-20 employees	£240
21-25 employees	£300

Payroll Processing Only (per pay run, y/e)

1 employee	£25
2-5 employees	£30
6-10 employees	£60
11-15 employees	£90
16-20 employees	£120
21-25 employees	£150

Payroll Services Include;

Process Payroll, including payslips by email

Processing additional Starters / Leavers

Processing CSA / Attachment / Salary Sacrifice Schemes / P46 (Car)

Setting up SMP / SPP / SAP / ShPP

Full Payment Summary (FPS) to HMRC

Employer Payment Summary (EPS) to HMRC (where required)

Note: Monthly EPS for Cis Suffered attracts a fee of £15 per submission

Annual P60's for staff (Note: charged as a pay run)

End of Year Declaration Submission to HMRC

P11D Expenses & Benefits to be completed by your accountant (unless otherwise agreed)

Pension Services Include;

Assessing Employees

Add/Remove to Payroll any Joiners/Opt in/Opt out

Add/Remove to Pension Scheme any Joiners/Opt in/Opt out

Processing Pension

Produce/Upload Contribution Schedule for your Pension Provider

3-Yearly Auto Re-Enrolment & Re-Declaration to The Pension Regulator

There are additional one-off fees if you do not yet have a Pension Scheme;

£295

Registering you with The Pension Regulator, Nominating Contacts, Assessing Staff & Working out Costs,

Submitting Declaration of Compliance. Setting up Pension Scheme, Enrolling Staff, Auto Enrolment Letters to Staff

Contractors Cis Return (for Cis deducted from Subcontractors, per monthly submission)

Nil Return/1 subcontractor	£25
2-5 subcontractors	£30
6-10 subcontractors	£60
11-15 subcontractors	£90
16-20 subcontractors	£120
21-25 subcontractors	£150

Licensed & Regulated by

AAT under Licence Number 5927

Qualified by

The Chartered Institute of Payroll Professionals

Association of Accounting Technicians

Institute of Certified Bookkeepers

Registered Address

Kent Payroll Bureaus Ltd

Little Etchden, Etchden Road,

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Ashford, Kent

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