

**Payroll & Pension Fee Schedule (exc vat)**  
October 2023

**There is no fee for transferring your payroll to us.**

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

1 employee	£60
2-5 employees	£70
6-10 employees	£140
11-15 employees	£210
16-20 employees	£280
21-25 employees	£350

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

1 employee	£30
2-5 employees	£35
6-10 employees	£70
11-15 employees	£105
16-20 employees	£140
21-25 employees	£175

**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 £30 per submission*  
Annual P60's for staff (*Note: charged as a pay run*)  
End of Year Declaration Submission to HMRC

**P11D Expenses & Benefits/ PSA's to be completed by your accountant (unless otherwise agreed)**

**Pension Services Include;**

Assessing Employees  
Add/Remove to Payroll any Joiners/Opt in/Opt out (*inc processing refunds*)  
Add/Remove to Pension Scheme any Joiners/Opt in/Opt out (*inc processing refunds*)  
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;**

£195

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	£30
2-5 subcontractors	£35
6-10 subcontractors	£70
11-15 subcontractors	£105
16-20 subcontractors	£140
21-25 subcontractors	£175

**Sub-Contractors Employer Payment Summary (EPS) (for Cis suffered, per monthly submission)**

£30

**Licensed & Regulated by**

AAT under Licence Number 5927

**Qualified by**

The Chartered Institute of Payroll Professionals  
Association of Accounting Technicians

**Registered Address**

**Kent Payroll Bureaus Ltd**  
Little Etchden  
Bethersden  
Kent TN26 3DS