

PAYROLL SERVICE

INTRODUCTION

Ensuring payroll is correct is demanding and time-consuming whether you only have a few employees or many. The pressure is increased by the growing complexity of the regulatory environment, RTI and Pension auto-enrolment being the most recent very significant changes. Our payroll services completely take away the burden of payroll from you, allowing you to focus on what you do best, running your business! We can process weekly, fortnightly, four weekly and monthly pay, we can meet your deadlines for you and we can give you expert advice on the way too!

OUR FEES

All prices are subject to VAT

		Gold £	Platinum £
Price Per Employee Payment Per Payroll Run			
Subject to minimum price per payroll run below			
Number of employees	Up to 25	2.75	3.00
	26 to 50	2.50	2.75
	51 to 100	2.35	2.60
	101 to 150	2.20	2.40
	151 to 200	2.05	2.25
	201 to 250	1.90	2.10
	251 and over	1.80	2.00

Minimum Price Per Payroll Run			
Only applies where total Price Per Employee Payment Run is less than the following:-			
Weekly		12.50	13.75
Fortnightly		18.75	20.65
Monthly and Four Weekly		25.00	27.50

Overall Minimum Annual Price			
For payrolls with less than 12 Payroll Runs per year		150.00	165.00

Amendments / Re-Runs			
Re-processing of payroll due to amendment/error by you		Additional fees as above, but only amended employees are charged, subject to minimum price per payroll run.	

Directors on Personal Allowance Salaries			
Companies that run payroll just for Directors taking only the fixed 'Personal Allowance' Salary with no deductions or adjustments		Discounted to the Weekly minimum price per payroll run	
Companies with 4 or less Directors therefore		150.00 p.a	165.00 p.a

All of the above fees are invoiced on a monthly basis for the payroll processed in that month, and collected by Direct Debit by the 14th of the following month.

		Standard	Site Visit
Year End Only Service (For when you complete your own payroll but would like us to do the year end only)			
Review your payroll for the year; submit final returns; answer statutory questions; produce P60's.			
Number of employees	Up to 10	95.00	155.00
	11 to 25	135.00	195.00
	26 to 50	175.00	235.00
	51 and over	POA	POA

OUR SERVICES

GOLD – Fully inclusive fixed fees to include:-

- New payroll set up work (i.e. No set up fees!)
- Email, fax, telephone or fax communication
- All necessary calculations including Tax & NIC's
- PAYE statement each month or quarter
- Coinage analysis (if required)
- Pension deductions
- Student loan deductions
- Holiday pay calculations
- Initial Employer Alignment Submission (EAS)
- Gross Pay provided by you and Net calculated, or Net pay provided by you and Gross calculated
- Statutory payments and any recoverable amounts calculations (e.g. SSP/SMP/SPP)
- Attachment to Earnings Orders and similar
- Statutory Redundancy calculations
- Telephone and email support during office hours
- Deal with Starters and Leavers associated documents & submissions
- Tax Year End process (Final returns, statutory questions, P60's etc)
- Management reports of your choice
- Professionally presented Payslips posted or emailed to employer
- In year National Insurance Verifications (NVR)
- Periodic Full Payment Submissions (FPS) and Employer Payment Summaries (EPS)
- Deal with day to day HMRC queries regarding the processing of your payroll
- Tailored Journals and/or departmental analysis to assist with bookkeeping and management accounts
- **End of next working day turnaround** from receipt of information

PLATINUM – Fully inclusive fixed fees to include:-

- As GOLD however **Maximum SAME DAY 4 HOUR turnaround** from receipt of information. (**NB:** Information must be received by 1pm for a same day service; otherwise we will try, but may be first thing next working day. Reports and Payslips can be emailed or figures given over the phone same day, hard copies posted).

ADDITIONAL SERVICES – provided as extensions to the Gold and Platinum Services

- Representation by us for HMRC PAYE Investigations or Compliance Inspections/Visits including any disputes arising from them – Either available by taking our Fees Protection Service, or payable at our enquiry work hourly rates applicable at the time.

• Deal with detailed HMRC queries (including PAYE over or under payments) that take a significant amount of work and time to resolve			POA
• P11D year end benefit forms and Class 1a NIC calculations	Separate Fact Sheet	• Monthly CIS Returns	POA
• CSA Deductions 2012 Scheme	POA	• Pension Auto-enrolment administration	POA
• Arrange employee payment via BACS or Autopay	POA	• PAYE and/or P11D Health Checks	POA
• Amending previous year payrolls due to errors	POA	• Sending payslips directly to your employees	POA