

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

* You can only have your payroll charged one way or another – if one of your employees has a posted payslip then the entire payroll will be charged as a posted payroll.

Email* Gold	Email* Platinum	Posted Gold	Posted Platinum
£	£	£	£

Price Per Employee Payment Per Payroll Run

Subject to minimum price per payroll run below

Number of employees	Price Per Employee Payment Per Payroll Run			
	Up to 25	26 to 50	51 to 100	101 to 150
	2.75	2.50	2.35	2.20
	3.00	2.75	2.60	2.40
	2.90	2.65	2.50	2.35
	3.15	2.90	2.75	2.55
	2.40	2.25	2.20	2.40
	2.20	2.10	2.00	2.20
	1.90	2.00	1.90	2.10

Minimum Price Per Payroll Run

Only applies where total Price Per Employee Payment Run is less than the following:-

Frequency	Gold	Platinum	Posted Gold	Posted Platinum
Weekly	12.50	13.75	13.15	14.45
Fortnightly	18.75	20.65	19.70	21.70
Monthly and Four Weekly	25.00	27.50	26.25	28.90

Overall Minimum Annual Price

Frequency	Gold	Platinum
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.
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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	Year End Only Service	
	Standard	Site Visit
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

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OUR SERVICES

GOLD – Fully inclusive fixed fees to include:-

- New payroll set up work (i.e. No set up fees!)
- Email, fax or telephone 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).

HMRC PAYE ENQUIRIES OR VISITS

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|---|--|
| <ul style="list-style-type: none"> • You use us for Accounts and Tax Return services: If you take advantage of our Tax Enquiry Fees Protection Service this will also automatically cover you for all PAYE enquiries, otherwise payable at our normal enquiry work hourly rates applicable at the time. | Within FPS
or £95 –
£160 p.h. |
| <ul style="list-style-type: none"> • You only use us for payroll services: As we can't offer you our full Tax Enquiry Fees Protection Service, we will deal with the enquiry for you at a heavily reduced hourly rate. | £55 p.h. |

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

<ul style="list-style-type: none"> • Deal with detailed HMRC queries (including PAYE over or under payments) that take a significant amount of work and time to resolve 	POA
<ul style="list-style-type: none"> • P11D year end benefit forms and Class 1a NIC calculations 	Separate Fact Sheet
<ul style="list-style-type: none"> • Monthly CIS Returns 	POA
<ul style="list-style-type: none"> • Arrange employee payment via BACS or Autopay 	POA
<ul style="list-style-type: none"> • Pension Auto-enrolment administration 	Separate Fact Sheet
<ul style="list-style-type: none"> • Amending previous year payrolls due to errors 	POA
<ul style="list-style-type: none"> • PAYE and/or P11D Health Checks 	POA
<ul style="list-style-type: none"> • Payrolling of benefits in kind 	POA