

# PAYROLL SERVICE

## From 2023/2024

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

#### Price Per Employee Payment Per Payroll Run

Subject to minimum price per payroll run below

Number of employees	Email*		Posted	
	Gold	Platinum	Gold	Platinum
Up to 25	3.31	3.80	3.57	4.11
26 to 50	3.01	3.46	3.25	3.74
51 to 100	2.83	3.25	3.06	3.52
101 to 150	2.64	3.04	2.85	3.28
151 to 200	2.46	2.83	2.66	3.05
201 to 250	2.28	2.62	2.46	2.83
251 and over	2.16	2.49	2.34	2.69

#### Minimum Price Per Payroll Run

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

	Gold	Platinum
Weekly	15.05	17.30
Fortnightly	22.55	25.90
Monthly and Four Weekly	30.00	34.50

#### Overall Minimum Annual Price

	Gold	Platinum
For payrolls with less than 12 Payroll Runs per year	216.00 p.a	234.00 p.a

#### Amendments / Re-Runs

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

#### Directors on Personal Allowance Salaries (No posted option available)

	Gold	Platinum
Companies with just Directors on the fixed 'Personal Allowance' Salary with no deductions or adjustments		
Companies with 4 or less Directors therefore	216.00 p.a	234.00 p.a
One off charge when first setting new scheme up for opting out of pension auto-enrolment requirements (done unless told otherwise)	60.00	60.00

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 14<sup>th</sup> of the following month.

# PAYROLL SERVICE

## 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 (Nominated individuals only, not directly with employees)
- 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

- |   |   |
|---|---|
| • <b>You use us for Accounts and Tax Return services:</b> 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. | <b>Within FPS or applicable hourly rate</b> |
| • <b>You only use us for payroll services:</b> 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.  | <b>£110 p.h.</b>                            |

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

- |  |                            |   |
|--|----------------------------|---|
| • Deal with detailed HMRC queries (including PAYE over or under payments & CIS Refunds) that take a significant amount of work and time to resolve |                            | <b>£60 p.h.</b>   |
| • P11D year end benefit forms and Class 1a NIC calculations  | <b>Separate Fact Sheet</b> | • Monthly CIS Returns<br><b>Separate Fact Sheet</b>                   |
| • Arrange employee payment via BACS or Autopay   | <b>POA</b>                 | • Pension Auto-enrolment administration<br><b>Separate Fact Sheet</b> |
| • Amending previous year payrolls due to errors  | <b>£60 p.h.</b>            | • PAYE and/or P11D Health Checks<br><b>POA</b>                        |
| • Payrolling of benefits in kind   | <b>POA</b>                 | • Apply for SMP advance funding<br><b>£60</b>                         |