

PAYROLL SERVICES FEE LIST

Fees effective 1st April 2025



Payroll Services Provision

Monthly, Weekly & Bi-Weekly	Includes standard payroll & FPS Submission 1-4 Employees Each additional employee	£31.50 £7.35
Bi-Monthly	Includes standard payroll, FPS & EPS Submission 1- 4 Employees Each additional employee	£35.00 £7.35
Quarterly	Includes standard payroll, FPS & two EPS Submissions 1 - 4 Employees Each additional employee	£39.00 £7.35
Annual	Please call to discuss your requirements	POA
Tax Year End	Includes issuing of P60's, Year End Reports & Final Submission Charged as a standard payroll fee	

Additional Charges & Optional Services

	Masterfile changes (new starter/leaver)	£7.50 per person
	Payroll Re-run - maximum charge	50% of payroll fee
	Dealing with HMRC on client's behalf & by agreement	£73.50 per hour
	Additional salary, holiday pay calculations, uplifts, AEO's etc	£73.50 per hour
	Other ad-hoc work as requested	£73.50 per hour
	i-Connect /Pension Fund Submissions and forms	£73.50 per hour
	My ePay Window (payslips, P45s, P60s, documents)	40p per individual send
	Employer Portal	Free
	Paying of staff salaries up to 20 employees	£35.00 per month minimum charge*
	Paying of staff salaries 20+ employees	£1.50 per additional payment
	Set up/close down PAYE scheme	£75.00 per hour
	Workplace Pension set up/adjustment	£75.00 per hour
New Client Set-Up Fees	One off implementation fee (new tax year start only)	£40.00
	One off implementation fee all other times	£80.00
Employee Set-Up Fees	One off implementation fee per employee (start of tax year)	£8.00
	One off implementation fee per employee (during tax year)	£16.00

All fees effective 01st April 2025. Prices subject to VAT at Standard Rate

Payroll Reports

Payslips, Month End Summary including gross and net pay also amounts due to HMRC
Pension reports, P6s, Student loan stop/start notices if applicable
Further reports for example, payroll analysis per employee, departmental reports are available on request

Exit Fees

Three months notice of cancellation of services required. Exit fees are applied based on payroll size, frequency, data transfer requirements and if process involves scheme closure.

* Initial set up of payments /bank detail changes may take longer and so may attract an additional time charge