

Schedule of Services and Additional Charges

Process	Included in Quotation or Charge Applicable
By instructions from the Client to the Company	
The initial creation of the payroll from adequate and timely information provided by the Client to the Company.	Included
Ongoing processing of the payroll	Included
Maintaining of employees permanent personal Information	Included
Alterations to permanent payments to employees	Included
Alterations to permanent deductions from employees	Included
Alterations to pension deductions and contributions	Included
Auto-enrolment joining of employees to your qualifying pension scheme	Included See note 1 below
Benefits in kind where registered with HMRC & processed through the payroll	Included See note 4 below
Instructions received from HMRC on behalf of the Client to the Company and subsequent derived calculations	
Receiving and application of tax code and student loan notices from HMRC	Included
Calculation of PAYE tax	Included
Calculation of National Insurance	Included
Calculation of student loan deductions	Included
Calculations derived from instructions from the Client to the Company	
Calculation of statutory absence payments	Included
Calculation of attachment of earnings	Included
Calculation of Employment Allowance	Included
Calculation of Apprenticeship Levy	Included
Calculation of amount due to HMRC in respect of the payroll	Included
Supply of information from the Company to the Client	
Payroll reports by email or 1st class post to the Client's address	Included
Payslips for employees by 1st class post to the Client's address	Included
Online payslips for employees instead of paper payslip	Included See note 2 below
Posting of payslips to employees addresses	Prevailing Royal Mail 1st or 2nd class postage plus 12p per payslip subject to a minimum of £6.00 service charge
P45s for leaving employees by email to the Client or 1st class post to the Client address.	Included
P45s for leaving employees hosted via the online payslip portal.	Included See note 2 below
Generic payroll data by email, if required	Included
Generic pension data by email, if required	Included
Supply of information from the Company to Third Parties	
Submission of current period payroll data to HMRC	Included

Process	Included in Quotation or Charge Applicable
The payment of employees by BACS, if required	Included
Transmission of current period pension data to pension companies via PensionSync, if required and available.	Monthly or 4-weekly payrolls: 10% of processing fee (in accordance with the Quotation) with a minimum of £20 per pay run. Weekly or 2-weekly payrolls: 10% of processing fee (in accordance with the Quotation) with a minimum of £10 per pay run.
Supply of information from the Company in respect of the Tax Year End Prepared DURING the Tax Year End Process	
A paper P60 for every employee employed by the Client on 5th April of each year	Monthly payroll, 1 additional processing fee (in accordance with the Quotation) All other payroll frequencies – 90p per employee who has not left by the final payroll of the tax year subject to a minimum of £6.00
A P60 for every employee employed by the Client on 5th April of each year hosted via the online payslip portal, instead of paper P60	Included See note 3 below
Additional standard paper P60s.	50p per P60 subject to a minimum charge of £6.00
Security pressure seal P60s	65p per P60 subject to a minimum charge of £6.00
PDF additional P60s	27p per P60 subject to a minimum charge of £6.00
Individual zipped PDF P60s	27p per P60 subject to a minimum charge of £6.00, plus an additional £25 per set
The following services are available, or on an ad-hoc basis when requested by the Client in writing	
Late initial submission for payroll set-up (see T&Cs clause 11)	An additional payroll processing fee (in accordance with the Quotation)
Late processing surcharge (see T&Cs clause 11)	Either 25% or 40% of processing fee (in accordance with the Quotation)
Supplementary re-run fee (see T&Cs clause 11.a.v)	£30.00
Late BACS release fee (see T&Cs clause 12.a.v)	£30.00
Early processing for individual employees prior to main payroll	From £30.00
Paper or PDF P60 - Requested AFTER the tax year end process	£15 each
Bespoke report writing	Quote supplied on request
HMRC Earlier Year Updates / Prior Year FPS	From £100
Gender pay gap reporting and analysis	£80.00

Process	Included in Quotation or Charge Applicable
Bespoke requests not listed above	Quote supplied on request
Complete Payroll Export. This pre-formatted .csv file has over 100 fields of employee information including name, address, date of birth, join date, leaving date and year to date tax and National Insurance values for all employees employed within the current tax year, including leavers.	An additional payroll processing fee

For simplicity, a more inclusive processing fee has been developed, but earlier clients may have a processing fee which is lower with higher additional charges for certain items. Clients will join the latest pricing structure as appropriate.

Notes

1. Auto-Enrolment If we assess your workforce, we will automatically enrol or postpone as necessary without additional fees but see charges for supplying data to third parties if requested.

2. Online Payslips & P45s If online payslips are charged separately the following fees will apply:
£3.50 + 20p per payslip uploaded.
For Clients that terminate their contract with us but wish to extend access to the online payslip system for a period of 3, 6 or 12 months, a charge of £3.50 per month shall apply plus 20p per employee for each month, payable in advance.

3. Online P60s For most clients with online payslips the cost of online P60s will be included in the end of year fee. Where online payslips are charged separately there will be a charge of 25p per P60 uploaded, subject to a minimum charge of £5.00. It is not possible to have online P60s without also having online payslips.

4. Benefits in Kind Most benefits in kind will not have an additional charge but where company cars are reported the fee will be £1.40 per pay period for 4-weekly or monthly payroll and 70p per pay period for weekly or 2-weekly payrolls. The Company will supply values but will not complete the P11D(b) summary.

Last updated January 2024