

PAYROLL SERVICES – PRICING STRUCTURE FOR THE YEAR ENDED 5 APRIL 2026			
Service per Payroll Run	Non-Variable 4 Weekly or Monthly	Variable 4 Weekly or Monthly	Single Employee / Director or Annual scheme
Operating Charge	28.00	38.00	£220.00
Charge per payslip	2.70	2.70	No Charge
BACS File	10.00	10.00	No Charge
Starters/Leavers	10.00	10.00	No Charge
Re-Run at Client Request	100% of the Standard Operating Charge		
SMP Funding Calculations	58.00 per Person		
Notifying HMRC of payrolling benefits	55.00 per Notification		
Payroll set up costs	Up to 9 employees	10-49 employees	Over 50 employees
One off fee	35.00	58.00	165.00

PENSIONS AUTO-ENROLMENT SERVICES AND PRICING STRUCTURE FROM THE YEAR ENDED 5 APRIL 2025				
Service per Payroll Run	Up to 10 Employees	11 – 20 Employees	21 – 50 Employees	Over 50 Employees
Individual Employee Communication Letter	5.00	5.00	5.00	5.00
Prepare Pension File for Provider	10.00	10.00	20.00	30.00
Transfer Data to Pension Provider	20.00	30.00	40.00	50.00
Pension set up with NEST or Peoples Pension	80.00	80.00	80.00	80.00
Re-Declarations	55.00 per Re-Declaration			

Note: All of the prices are subject to VAT at the standard rate.