

## Outsourced Services Price List - from December 2020

Outsourced Services - Payroll Re-Run Charges		
Pre-BACS / Pre-RTI	General - On time spent @ £115 per hour	Minimum payroll re-run fee £50.00
Post-BACS / Post-RTI changes	General - On time spent @ £115 per hour	Minimum payroll re-run fee £50.00 + compliance fee £30.00

Outsourced Services - Additional Charges		
Manual calculation - gross to net		£20.00 Per calculation
Copy of Payslip / P60 and Despatch		£10.00 Per document
BACS / Payment File		£20.00 Per file
BACS Extraction		£50.00 Per file
P11D		£15.00 Minimum charge £50.00
P11D Cars		£25.00 Minimum charge £75.00
P11D - Class 1a NIC Payment		£20.00 Per payment
PDF Report of P11Ds		£20.00 Per file
Statement of Earnings Information		£20.00 Client to use own letterhead
Customised Report Writing	General - On time spent @ £115 Per hour	Minimum charge £50.00
Hourly Rate		£115.00
Daily Rate		£850.00
Standard Maternity Schedule		FOC

Outsourced Services - Other Charges		
Minimum Processing Fee (for one-touch payroll run)		£100.00
Remittance Advice to upload for Liability Payment		£10.00 Custom report at request
P46 Cars Submission		£20.00 Per P46 per period
Year end Corrections (EYU)	General - On time spent @ £115 Per hour	Minimum charge £50.00
PAYE Set-up with HMRC		£250.00
C/O Address at Cintra		£250.00 Per year

Auto Enrolment		
Letter Production		£5.00 Minimum charge £20.00
Postage & Envelope		£1.45
AE Pension Set up with Pension Provider & Cintra		TBA on request
Setting up an Existing Pension on Cintra		TBA on request
Pension File Upload		TBA on request
Setting Up Individual Pension Salary Sacrifice Deduction	General - On time spent @ £ 115 per hour	
Interfaces	General - On time spent @ £ 115 per hour	

Despatch		
Courier Charge	TBA on request	
First Class Stamp (DL)	£0.77	up to 100G
Second Class Stamp (DL)	£0.66	up to 100G
First Class Stamp (C4+C5)	£1.20	up to 100G
Second Class Stamp (C4+C5)	£0.90	up to 100G
A4 Envelope	£0.25	
DL Envelope	£0.15	
Postage 1-24 Payslip	£3.00	
Postage 25-49	£4.50	