

Outsourced Services Price List - from 1st April 2022

Outsourced Services - Payroll Re-Run Charges		
Pre-BACS / Pre-RTI Less than 100 employees	£95.00	Per Payroll
Pre-BACS / Pre-RTI 101 employees - 300 Employees	£190.00	Per Payroll
Pre-BACS / Pre-RTI 301 Employees Plus	40% of the period cost	Minimum re-run fee £190.00 Per payroll
Post-BACS / Post-RTI changes -Rerunning the main Payroll once the Full Run has already been completed	50% of the cost of the normal period charge + compliance fee £30.00	Minimum re-run fee £190.00 + compliance fee £30.00 Per Payroll
Supplementary Run	Price on application	

Outsourced Services - Additional Charges		
Manual Calculation - Gross to Net	£30.00 Per calculation	
Copy of Payslip / P60 and Despatch	£12.00 Per document	
Additional BACS / Payment File	£30.00 Per file	
BACS Extraction	£50.00 Per file	
Late BACS Authorisation (payroll sign off by the Customer and received at Cintra premises, in accordance with the agreed Processing Schedule)	£150.00 Per file	
Late/unexpected Data (data not submitted by the Customer and received at Cintra premises, in accordance with the agreed Processing Schedule)	£50.00 Per day	
Filing of NIL EPS files	£50.00 Per NIL EPS filed	
Setup fee for new disbursements	£50.00 Per Disbursement	
Standard Exit Reports	£500.00 Per Payroll	
Employee transfers between two payrolls	On time spent @ £190 per hour	Minimum Charge £95.00
Transfers Payroll Set Up (same tax reference & exact copy of existing payroll, no new requirements requested) This charge excludes the action for transferring the employees)	On time spent @ £190 per hour	Minimum Charge £285.00
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	
P11D(b) Only	£50.00 Per document	
NIL P11D Submission	£50.00 Per submission	
Statement of Earnings Information	£25.00 Client to use own letterhead	
Customised Report Writing	General - On time spent @ £190 Per hour - Minimum charge £95.00	
Hourly Rate	£190.00	
Daily Rate	£1,500.00	
CSV MCR File	from £300.00	
Amendments to Maternity Schedule	£25.00 per schedule change	
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 (formerly known as EYU)	General - On time spent @ £190 Per hour - Minimum charge £95.00	
PAYE Set-up with HMRC	£250.00	

Auto Enrolment		
Letter Production	£5.00 Minimum charge £20.00	
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 @ £190 per hour	
Interfaces	General - On time spent @ £190 per hour	