

Outsourced Services Price List - from 1st April 2022

| Outsourced Services - Payroll Re-Run Charges | | |
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| 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 | | |
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| 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 |
| Payrolled Benefits: Set Up | | TBA on request |
| Payrolled Benefits: Ongoing Charge | | £1.00 Per payslip, per month |
| 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 | | |
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| 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 | | |
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| 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 |