

PAYROLL CHARGING STRUCTURE

Based on the number of payroll runs completed in each quarterly charging period together with the number of employees included in the payroll at the end of that period.

No of employees on payroll	Price per payroll run
5 or less	£10.00
6 to 10	£17.50
11 to 20	£32.50
21 to 30	£47.50
31 to 50	£77.50
51 to 100	£152.50
Over 100	£227.50

Other charges:

Addition of a new employee	£2.00
Dealing with a leaver (form P45)	£2.00
P35 employer's year end return	£85.00

Payroll service, at no additional cost, also includes:

- administration of PAYE, National Insurance, SSP, Statutory Maternity Pay, etc.
- completion of statutory forms
- summaries and analysis of staff costs
- administration of incentive schemes, bonuses and ex-gratia termination payments.

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