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### Charges for payroll services:

Number of Employees	Charge per Run	Charge per Employee Processed per Run
1-5	£39.00	£0.30
6-20	£10.00	£6.10
21-40	£24.00	£5.40
40+	£36.00	£5.10

The above charges apply to monthly payrolls, and are exclusive of V.A.T. in addition to the above, there is an initial setup charge equivalent to one month's fees for new payrolls or those taken over at the start of the tax year, and equivalent to three months' fees for payrolls transferred during the tax year.

### The service includes:

- Communicating directly with HMRC regarding PAYE matters on behalf of the company
- Preparation of tailored payroll documentation each period.
- Preparing statutory forms such as P45s and P60s.
- The administration of starters, leavers and statutory payments, including parental pay, statutory sick pay and redundancy.
- The calculation and deduction of employee and employer pension contributions.
- The process of setting up or ceasing PAYE schemes where necessary.

### Examples of charges

#### A payroll for 8 employees would cost:

$£10.00 + 8 \times £6.10 = £58.80$  per month

#### A payroll for 33 employees would cost:

$£24.00 + 33 \times £5.40 = £202.20$  per month