

PAYROLL PRICE LIST 2025/26



Payroll Processing

per month
ex VAT

Monthly

1-5 ees	no changes – monthly – P60's included	£30.00
1-5 ees	variable – monthly - P60's included	£40.00
1-3 Directors	no changes / no payslips or reports – monthly - P60's included	£21.00
6-10 ees	£40 pm first 5 ees + £2.65 pm per additional employee	£40.00
11+ ees	£49 pm first 5 ees + £2.65 pm per additional employee	£49.00

per
annum ex
VAT

Annuals

1-3 Directors	Annual payrolls with no tax or NIC liabilities, no reports	£195.00
1-3 Directors	Annual payrolls with tax &/or NIC liabilities, reports	£250.00

Per
payroll
run ex
VAT

Other

1-5 ees	Weekly - First 5 employees	£21.00
1-5 ees	2 weekly - First 5 employees	£35.00
1-5 ees	4 weekly	£38.00
6+ ees	£21 pp first 5 ees + £2.65 pp per additional employee	£21.00

Flat Fee
per period
ex VAT

Pension Management

1-5 ees	Create a pension file for client	£11.00
1-5 ees	Upload data direct	£16.00
6-10 ees	Create a pension file for client	£16.00
6-10 ees	Upload data direct	£21.00
11-50 ees	Create a pension file for client	£21.00
11-50 ees	Upload data direct	£37.00
50+ ees	Create a pension file for client	£37.00
50+ ees	Upload data direct	£53.00
1+ ees	Each staff communication letter	£6.00

Notes / additional charges

1	Payroll set up charges	
	1-9 employees	£25.00
	10-25 employees	£50.00
	26-50 employees	£100.00
	50+ employees	£150.00
	Then £50 per additional 50 employees	
2	Fees include all reports, starters, leavers, queries and RTI reporting (except for director payrolls)	
3	BACS submissions (per file):	£6.00
4	Postage service fee (if applicable) plus cost of postage	£5.00
5	Fees for employee numbers up to 10 include year end fees	
6	Year end fees for 11+ employees are £44 for first 11 + £2.10 per additional P60	
7	Re-runs and ad-hoc work: time-based at £72.50 per hour	£72.50
8	Duplicate payslips and P60s:	£6.00
9	NEST and Peoples Pension set up:	£80.00
10	P46 car submissions:	£12.00
11	Company CIS submission per month:	£12.00
12	CIS submission:	£4.50
13	SD55's:	£5.00
14	Auto-enrolment declaration of compliance (to the Pensions Regulator):	£55.00
15	Nil submissions	£5.00