

PAYROLL PRICE LIST 2026/27



Payroll Processing

per month
ex VAT

Monthly

1-5 ees	no changes – monthly – P60's included	£32.00
1-5 ees	variable – monthly - P60's included	£42.00
6-10 ees	£42 pm first 5 ees + £2.80 pm per additional employee	£42.00
11+ ees	£52 pm first 5 ees + £2.80 pm per additional employee	£52.00

per
annum ex
VAT

Annuals

1-3 Directors	Annual payrolls with tax &/or NIC liabilities, reports	£265.00
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Per
payroll
run ex
VAT

Other

1-5 ees	Weekly - First 5 employees	£22.00
1-5 ees	2 weekly - First 5 employees	£37.00
1-5 ees	4 weekly	£40.00
6+ ees	£22 pp first 5 ees + £2.80 pp per additional employee	£22.00

Flat Fee
per period
ex VAT

Pension Management

1-5 ees	Create a pension file for client	£12.00
1-5 ees	Upload data direct	£17.00
6-10 ees	Create a pension file for client	£17.00
6-10 ees	Upload data direct	£22.00
11-50 ees	Create a pension file for client	£22.00
11-50 ees	Upload data direct	£39.00
50+ ees	Create a pension file for client	£39.00
50+ ees	Upload data direct	£56.00
1+ ees	Each staff communication letter	£6.00

Notes / additional charges

1	Payroll set up charges	
	1-9 employees	£30.00
	10-25 employees	£60.00
	26-50 employees	£150.00
	50+ employees	£200.00
	Then £50 per additional 50 employees	
2	Fees include all reports, starters, leavers, queries and RTI reporting	
3	BACS submissions (per file):	£6.50
4	Postage service fee (if applicable) plus cost of postage	£6.00
5	Fees for employee numbers up to 10 include year end fees	
6	Year end fees for 11+ employees are £46 for first 11 + £2.20 per additional P60	
7	Re-runs and ad-hoc work: time-based at £75 per hour	£75.00
8	Duplicate payslips and P60s:	£6.30
9	NEST and Peoples Pension set up:	£84.00
10	Company CIS Return submission per month:	£13.00
11	CIS submission per contractor (in addition to monthly charge):	£4.70
12	SD55's:	£5.30
13	Auto-enrolment declaration of compliance (to the Pensions Regulator):	£60.00
14	Nil submissions	£5.30
15	EPS for CIS suffered (where not being submitted with a monthly payroll)	£10.60