

HOWSONS

PAYROLL BUREAU PRICES FOR 2021/22

Detail	Note	Up to 10 employees	10 employees or more
<u>Payroll</u>			
Set-up	6	-	-
Minimum – Up to 2 employees (Note 1)	2	£27.00	£27.00
Per employee above minimum	2	£3.90	£2.70
Payment	3	£1.60	£1.60
Annual charge	4	£50.00	£100.00
<u>Auto enrolment</u>			
Each new employee put into the pension scheme		£18.00	£18.00
Pension Contribution upload		£20.00	£20.00
<u>CIS</u>			
Monthly return		£20.00	£30.00

1. An “employee” is anyone included on the Full Payment Submission (FPS).
2. Payroll running costs are incurred every time a FPS is submitted and will be billed quarterly in arrears, unless by arrangement, the fee is included in your annual fee.
3. Charges are per payment. Payment is made from cleared funds deposited in a designated client account.
4. Annual charges cover year end processes and reconciliations.

5. Alternative charging structures apply for:
 - a. Payrolls involving “up-to-gross” calculations of 5 or more pay elements
 - b. 50 employees or more.
6. Set-up charges (covering the cost of establishing a payroll master file) are normally waived, although charges may be included in “start-up fees” for registering for a payroll scheme etc.
7. If there are no employees during the pay period, there will be a charge of £15 for submitting an EPS return.
8. Pricing is strictly subject to the terms of engagement Schedule G, version 2 or later.