

Brown Royd - payroll schedule of charges

Prices are £ per month and exclude VAT

Number of employees	Monthly paid employees		Weekly paid employees	
	Emailed payslips and reports	Printed payslips and reports	Emailed payslips and reports	Printed payslips and reports
1	8.25	10.00	16.00	19.75
2	10.25	12.50	22.50	27.75
3	12.25	15.00	29.00	35.75
4	14.25	17.50	35.50	43.75
5	16.25	20.00	42.00	51.75
6	18.25	22.50	48.50	59.75
7	20.25	25.00	55.00	67.75
8	22.25	27.50	61.50	75.75
9	24.25	30.00	68.00	83.75
10	26.25	32.50	74.50	91.75
11	28.25	35.00	81.00	99.75
12	30.25	37.50	87.50	107.75
13	32.25	40.00	94.00	115.75
14	34.25	42.50	100.50	123.75
15	36.25	45.00	107.00	131.75
16	38.25	47.50	113.50	139.75
17	40.25	50.00	120.00	147.75
18	42.25	52.50	126.50	155.75
19	44.25	55.00	133.00	163.75
20	46.25	57.50	139.50	171.75
Over 20	Add £2.00 per employee	Add £2.50 per employee	Add £6.50 per employee	Add £8.00 per employee

Optional extras

Payslips posted to each employee individually:
P11D & P9D forms:

£2 per payslip
£20 per form

Workplace pensions and auto enrolment

Issuing pension communications to employees and auto enrolling:
Uploading and checking employee contributions:
Costs for any other pension or auto enrolment tasks will be discussed at the time.

£10 per occurrence
£10 per pay run

Additional charges when applicable

We understand that mistakes can happen, therefore we don't normally make a charge for re-calculating your payroll run and issuing replacement payslips if you make an error in the employee information provided. We do however reserve the right to make a charge where we incur excessive administration and postage costs. However, we will not normally make a charge where this additional work is minimal or infrequent.

Examples where we may make a charge include: regularly issuing duplicate payslips, completion of mortgage enquiries, credit applications, solicitor enquiries, claim forms, additional analysis of payroll information, investigations by HMRC and other ad hoc payroll services.

High staff turnover rates

Some businesses by their very nature have a high turnover of staff particularly where business is seasonal. We therefore reserve the right to impose an additional charge where your turnover of staff is excessive. Where we need to issue more than one P45 and one P46 per average number of employees per tax year, we may charge £10 per form to cover the increased administration costs.