

<b>Number of Staff (up to)</b>	<b>2</b>	<b>4</b>	<b>8</b>	<b>10</b>	<b>13</b>	<b>15</b>
Annual Fee	£65.00	£90.00	£90.00	£90.00	£90.00	£90.00
cost per pay slip Issued	£2.50	£2.50	£2.25	£2.00	£1.90	£1.90

(Subject to VAT)

**New Staff** - 3 new members of staff per year are included (£5 thereafter)

All new staff must complete a new employee form and have a P45 or complete P46/New Starter or P38S (students) - see "payroll forms"

**Leaver** – issuance of P45 - 3 leavers per year is included (£5 thereafter)

### **Payroll Pricing Agreement**

Any breakdown information that is required must be confirmed on a spreadsheet (i.e. overtime, commissions, holiday pay).

Sick pay will be calculated as statutory sick pay only unless otherwise stated.

A cut off time must be agreed in advance to ensure payments are made to staff on time.

Please ensure your figures confirm whether salary is gross or net.

RTI must be declared by 19th each month, a fee is payable for late declaration due to the additional work that is not an error of CBKLtd.

Where a re-run or roll-back is required due that is not due to an error by CBKLtd, an additional cost to cover the time will be issued.

### **Reports - included**

Payslips; summary sheet (stating a full breakdown of deductions); HMRC Statutory Return;

P60 Employee End of Year Statement

information will be issued by e-mail to the nominated member of staff.

(Additional reports are chargeable)

### **Set-up Charges:**

There are no set up fees (further information see below)

### **HR Facilities - MyPaye**

Above price allows a nominate user access to HR facilities allowing you to:

Amend employee details ; log absence ; disciplinary etc.

### **Auto Enrolment:**

Pension details must be supplied with the payroll spreadsheet– Our system includes the calculation - the price does not include uploading details onto your chosen pension provider nor issuing of staff letters. CBKLtd are not financial advisors and do not offer this service.

### **P11D – Cost on application**

P11D's are not part of your standard payroll pricing and on supplied on request

For Additional staff or weekly payroll are on request

**Cancellation**

There is no cancellation fee and the services may be cancelled at any time. The yearly fee is an advance of the cost and is not refundable on cancellation.

All prices quoted are subject to VAT

CBK Ltd