

# SERVICES OFFERED



## EMPLOYER PAYE REGISTRATION

When you're ready to employ someone, you'll need to register as an employer. You'll need to be registered before you can pay anyone and before you can run your payroll via RTI

Price £55.00

## **AUTO ENROLMENT COMPLIANCE AND CONTINUAL ASSESSMENT**

I provide a full Auto Enrolment compliance and continual assessment service to you as well as look after the processing of all the paperwork for your Auto Enrolment Compliant Pension Scheme.

We Offer 5 Different Services for Auto Enrolment and Payroll Services, they are:

### **1. BASIC SERVICE:**

I register you on the Pension Portal and then give you access to the portal to set up and run your auto enrolment pension from then on - Price £63.25

### **2. BASIC SERVICE PLUS:**

I register you on the Pension Portal, set up your pension scheme and postponements as per your requirements, email or post your employee information letters and issue you with your Deed of Participation to the scheme for you to complete and return to the pension provider, we also issue you with a template for registering contributions on the scheme and explain how you upload this to the portal. - Price £189.75

### **3. FULL AUTO ENROLMENT SERVICE:**

As BASIC SERVICE PLUS, we will also complete your Declaration of Compliance and submit it to the Pension Regulator for you and on a monthly basis we will submit your contribution reports for you from information supplied by you. - Price £189.75 setup fee plus a monthly fee as shown in our AE PENSION ONLY Price List on the Payroll Price List Page.

### **4. PAYROLL ONLY SERVICE:**

As per the Payroll details on the Payroll Price List and prices listed in the Payroll Column. If you intend to use us for your Auto Enrolment in the future as well as your Payroll Only Service now please make this clear from the beginning, We currently use NEST for pensions we set up, but should be able to deal with another company if you let us know which company and scheme you want to use.

### **5. FULL PAYROLL / AUTO ENROLMENT SERVICE:**

A combination of FULL AUTO ENROLMENT SERVICE and PAYROLL ONLY SERVICE prices are as per the Payroll + AE Column on the Payroll Price List Page plus and initial £189.75 setup fee for the Full Auto Enrolment Service portion of the service.

**Mr. John M Jelf MCIPP MIAB T/As Hammond & Co. (Gloucester)**

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HMRC REGISTERED AGENT



HMRC MLR Reg. No: XFML00000193154 ICO Registration No: ZA255272

CIPP Membership No: M02067197 IAB Membership No: 272301

Xero Certified Advisor Xero Certified Payroll Advisor



the chartered institute of payroll professionals



# Payroll Price List from January 2024

MONTHLY PAYROLLS			WEEKLY PAYROLLS		
Employees	Payroll	Payroll + AE	Employees	Payroll	Payroll + AE
1 - 2	£28.75	£46.00	1 - 2	£26.45	£43.70
3 - 4	£40.25	£63.25	3 - 4	£36.80	£59.80
5 - 6	£51.75	£80.50	5 - 6	£47.15	£75.90
7 - 8	£63.25	£97.75	7 - 8	£57.50	£92.00
9 - 10	£74.75	£115.00	9 - 10	£67.85	£108.10
11 - 15	£103.50	£158.70	11 - 15	£93.15	£148.35
16 - 20	£132.25	£202.40	16 - 20	£118.45	£188.60
21 - 25	£161.00	£246.10	21 - 25	£143.75	£228.85
26 - 30	£189.75	£289.80	26 - 30	£169.05	£269.10
31 - 35	£218.50	£333.50	31 - 35	£194.35	£309.35
36 - 40	£247.25	£377.20	36 - 40	£219.65	£349.60
41 - 45	£276.00	£420.90	41 - 45	£244.95	£389.85
46 - 50	£304.75	£464.60	46 - 50	£270.25	£430.10
Over 50	£5.75 per employee	£8.62 per employee	Over 50	£5.18 per employee	£8.05 per employee

AE PENSION ONLY	
Employees	Monthly Cost
1 - 2	£21.85
3 - 4	£32.20
5 - 6	£42.55
7 - 8	£52.90
9 - 10	£63.25
11 - 15	£88.55
16 - 20	£113.85
21 - 25	£139.15
26 - 30	£164.45
31 - 35	£189.75
36 - 40	£215.05
41 - 45	£240.35
46 - 50	£265.65
Over 50	£5.18 per employee

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HM Revenue & Customs  
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