

MONTHLY PAYROLL FEES

April 2023 - March 2024



No. of Ees	Payroll Set Up Fee	2023/2024 Monthly Payroll Run Basic Fee	Monthly Pension Admin Fee	End of Year Check and P60s 2023/2024
1	NIL	£37.50	£5.00	NIL
2 - 3	£30.00	£49.50	£10.00	£30.00
4 - 5	£35.00	£60.00	£15.00	£35.00
6 - 10	£40.00	£71.50	£20.00	£40.00
11-15	£50.00	£89.25	£25.00	£50.00
16 - 20	£60.00	£100.00	£30.00	£60.00
21 - 25	£70.00	£115.50	£35.00	£70.00
26- 30	£90.00	£141.75	£40.00	£90.00
31 - 35	£130.00	£183.75	£50.00	£130.00
36 - 40	£140.00	£194.25	£60.00	£140.00
41 - 45	£165.00	£210.00	£80.00	£165.00
46 - 50	£190.00	£240.00	£75.00	£190.00

For Payrolls of 50+ Employees please contact Zest Payroll for fees

Pension Auto Enrolment Set Up Fee (with NEST Pensions)*:

1 Employee	£50.00
2-10 Employees	£150.00
10-20 Employees	£200.00
21-50 Employees	£300.00

* Completion of the first Declaration of Compliance with The Pension Regulator is included in the NEST set up fee.

For non NEST Pension users, there is a £30 charge for the completion of the initial Declaration of Compliance.

Auto Enrolment Re-Declarations submitted after 1st April 2023 are subject to a £15 admin charge.

New Employee Set Up (Following Initial Payroll Set Up):	£5 Each	
P45 for Leavers:	£5 Each	
ePayslips via Pay Dashboard:	£0.75 Each	More than 1 Employee
	£1.00 Each	1 Employee Only

Additional work outside of the monthly payroll run (eg. redundancy pay calculations, HMRC inspection): £45 per hour

Should the PAYE scheme require closure, the Admin fee will be half of the monthly payroll fee at the time of cessation.

Where no payroll calculations are required for any payroll run, a retainer fee of £15.00 shall be charged for HMRC submission admin.