

### Additional Charge Sheet

Initial Setup Charge	£25.00 plus £1 per employee
Preparation and Production of T20/T21/P45/P46 forms. It is the Clients responsibility to ensure the signed forms are submitted to the Government. *	No charge*
Duplicate T20/T21/P45/P46	£1 Each
Production and Execution of specialised reports	£10
Completion and signing of Remittance Card on behalf of the Client	£5
Processing and Submission of Tax and NHI contributions via BACS	£10
Submission of Client BACS Files	£10
Duplicate Payslips	£1 Each
Duplicate Set of Reports	£5
Duplicate Set of T14(s)/P60/P14	£1 Each
Payroll reruns requested by Client.	100% of payroll charge.
Same Day Processing**	100% of payroll charge
Same Day Processing post 10am cutoff***	200% of payroll charge
Re-run of Year End	£25
Recall of BACS File	£10
Hourly Charge for additional work not covered by standard operations	£50/hr

\* Postage may be applied

\*\* Information **MUST BE SUPPLIED BEFORE 10AM OF DAY OF PROCESSING**

\*\*\* Information supplied after 10am **MAY BE PROCESSED SAME DAY AT THE DISCRETION OF THE BUREAU**