

Summary of DPSS Hereford Service Charges 2021-2022

Service	Charge including VAT	Weekly charge
PAYROLL SERVICE		
Payroll Set up Fee one off	£31.85	
+Payroll - 4 week pay cycle for 1 Employee	£16.45 / 4 week cycle	£4.11
Payroll - 4 week pay cycle for 2 or more Employees	£32.90 / 4 week cycle	£8.23
Payroll – Monthly for 1 Employee	£16.45 / month	£3.80
Payroll – Monthly for 2 or more Employees	£32.90 / month	£7.59
No Payroll run EPS submitted	£8.25	
Rerun of Payroll	£16.45 / payroll	
Reprinting of lost / damaged documents	£6.40 / set	
FINANCIAL ADMIN SERVICE		
Bookkeeping Set up Fee one off	£35.00	
Bookkeeping with Managed Accounts	£38.20 / month	£8.82
Bookkeeping with Managed Accounts reduced fee for 1 invoice / month	£27.60 / month	£6.37
Bookkeeping with Own Accounts	£37.15 / set of accounts	
PENSION ADMINISTRATION SERVICE		
PAS – Level One (no PAs to enrol)	£105.00 This is charged every 3 years	£0.67
PAS – Level Two (1 or more PAs to enrol)	£210.00 This is charged every 3 years	£1.35
EMPLOYMENT SUPPORT SERVICE		
New Employer Set up Fee	£133.70	
New Employer Set up Fee plus recruitment of PAs	£403.15	
Employment Support – Monthly Contract Fee @ £30 / month	£31.85 / month	£6.92
Employment Support on hourly rate basis Charged in 15 min increments of £5.54	£22.80 / hour	
Recruitment and Selection	£106.10 / recruitment round	
Recruitment without interview support	£63.65 / recruitment round	
DBS checks	£72.15 /	