

Chargeable extras

Options that you can choose, which incur extra charges are:

- 1.** Payslips printed and posted to you: 5p per employee and the cost of the postage.
- 2.** Payslips printed and posted directly to employees: 10p per employee and the cost of the postage.
- 3.** Reports printed and posted to you: 5p per sheet and the cost of the postage.
- 4.** Additional reporting – Reports can be created according to your needs and will be priced separately. Please ask if you require any extra reports.
- 5.** BACS report faxed to your bank: £2.50
- 6.** BACS payments sent directly to employees' bank accounts – 20p per transaction
- 7.** Attachment of Earnings: £1 per employee (this charge is passed on to the employee, deducted directly from the wages in accordance with current guidelines. This will be included in our invoice)
- 8.** Second pay runs – If after the reports have been sent back to you there is an error due to the information given to APS, we will charge 50p per employee to rectify it. If the mistake is our error, it will of course be re-run free of charge.
- 9.** Holiday entitlement administration: £10.00 per month (or 50p per employee, whichever is greater). This price includes calculating holiday entitlement, keeping track of days taken and providing a full report every month for your records.
- 10.** If you choose to have reports printed and mailed to you, you can choose the option to upgrade from a normal envelope to a tamper-proof polythene envelope for an extra 45p.
- 11.** For APS to be responsible for completing all P45s and P46s on your behalf and sending them to the Inland Revenue – 10p each
- 12.** For APS to maintain all communication with the Inland Revenue, including the previous service, receiving the Change of Tax code notifications direct instead of you receiving them and faxing a copy to us, dealing with all IR queries directly and completing your IR returns, and adding them to the BACS list for payment (including filling out the monthly contributions booklet) - £7.50 per month.
- 13.** Message to appear on payslip – 2p per payslip

Payroll, without the fuss

- 14.** Letter to be included with payslips (and APS to print) – 15p per colour sheet, 5p per mono sheet.
- 15.** Company Newsletter to be included with payslips (printed by company) – 10p per payslip.
- 16.** If you are unable to supply the timesheet via spreadsheet, we can accept faxed timesheets. As APS will manually input the data from your own timesheets (either one per employee or group is fine) there will be an additional charge, which is negotiable dependant on the number of employees you have. The minimum charge is 20p per employee.
- 17.** Should you wish to set-up a second **payroll** (for example a monthly one for senior staff and a weekly for other staff), there will be a one-off charge of £50 for up to 50 employees and then 50p per employee thereafter. All subsequent charges will be the same as stated.
- 18.** We also offer the function of having payslips emailed to the members of staff. The charge for this is 3p per payslip. Please remember that staff will have to supply an email address for this service.
- 19.** Other schemes, such as SAYE, Trade Union Membership schemes, Private Medical/Heathcare Schemes, P11ds etc, should all be discussed individually and will be priced accordingly.

Please note other charges may arise throughout the tax year due to changes in payroll legislation or employment law. All additional charges will be discussed with you at length before implementation. Other services may be available. If you have any additional requirements, please ask for a quotation.