

Summary of DPSS Hereford Service Charges 2024-25

Service	Charge including VAT	Weekly charge
PAYROLL SERVICE		
Payroll Set up Fee one off	£38.65	
+Payroll - 4 week pay cycle for 1 Employee	£19.97 / 4 week cycle	£4.99
Payroll - 4 week pay cycle for 2 or more Employees	£39.93 / 4 week cycle	£9.98
Payroll – Monthly for 1 Employee	£19.97 / month	£4.61
Payroll – Monthly for 2 or more Employees	£39.93 / month	£9.21
No Payroll run EPS submitted	£10.00	
Rerun of Payroll	£19.98 / payroll	
Reprinting of lost / damaged documents	£7.77 / set	
FINANCIAL ADMIN SERVICE		
Bookkeeping Set up Fee one off	£42.47	
Bookkeeping with Managed Accounts	£46.35 / month	£10.70
Bookkeeping with Managed Accounts reduced fee for 1 invoice / month	£33.49 / month	£7.73
Bookkeeping with Own Accounts	£45.08 / set of accounts	
PENSION ADMINISTRATION SERVICE		
PAS – Level One (no PAs to enrol)	£127.40 This is charged every 3 years	£0.81
PAS – Level Two (1 or more PAs to enrol)	£254.81 This is charged every 3 years	£1.64
EMPLOYMENT SUPPORT SERVICE		
New Employer Set up Fee (one off)	£162.23	
New Employer Set up Fee plus recruitment of Pas (one off)	£489.17	
Employment Support – Monthly Contract Fee @ £30 / month	£38.65 / month	£8.92
Employment Support on hourly rate basis Charged in 15 min increments of £6.47	£27.67/ hour	
Recruitment and Selection with interview support	£128.74 / recruitment round	
Recruitment without interview support	£77.23 / recruitment round	
DBS checks	£87.55	