

Bishop Fleming Payroll Service Fees



Bishop Fleming's Payroll team take pride in delivering excellent advice and assistance. We build close relationships with our clients and focus on listening to and acting on feedback we receive, with the aim of providing a service which is second to none.

Standard Service

Included within our fully managed payroll service are the production of P45's for leavers, salary reports to your specifications, PayDashboard online payslips, monthly payment details to the Collector of Taxes are posted for GDPR secure data exchange, your own dedicated point of contact within our payroll team, the maintenance of statutory legislation, the preparation of annual PAYE P60 Returns and Real Time Information (RTI) submissions.

We have the ability to process changes late in the pay cycle, employee net salary and third party payments by BACS and RTI submissions on-line. In essence, once everything was set up, all you would need to provide are the changes to process for each pay period and we do the rest.

Standard Fees

Our standard payroll service fees are based around a standing charge of £26 per month and £3.15 per employee per month for a monthly payroll and £10.50 per week and £1.30 per employee per week for a weekly payroll.

Additional Optional Services and Associated Fees

BACS Bureau Service

Should we be required to facilitate and manage the employee net salary payments and monthly payments due to HM Revenue & Customs through our BACS bureau service, there will be a fee of £125 plus VAT to set up the BACS service user number on our BACS software.

On-going BACS processing fees are charged on a £10 per file rate. If the payroll is monthly, on an annualised basis therefore this equates to £120 plus VAT per annum for the employee net salary payments (covering all employees) and £120 plus VAT per annum for the monthly payment to HMRC. In addition there is an annual fee of £125 plus VAT, to cover support and maintenance of the service user number on our BACS software.

"Since using Bishop Fleming Payroll Services we have been delighted to convert to online payslips and also utilise the BACS bureau facility. The payroll for our staff is turned around quickly and efficiently and I know I can pick up the phone at any time for assistance."

900

Bishop Fleming Payroll Services have over 900 clients. Work Place Pension services are provided to 600 of these clients.

40,000

The team generate more than 40,000 payslips every month.

PayDashboard

The following link provides information on our web based PayDashboard functionality, which provides online employee payslips and end of year P60's. (www.paydashboard.com)

Auto Enrolment

We will be delighted to assist with the administration of Auto Enrolment. We have produced guides that provide further information about how we go about doing this and the options.

Our Auto Enrolment administration fees are as follows:

There is a one off set up fee, £300 plus VT (if the scheme has already been set up and the staging date has already been reached, this reduces to £100 plus VAT). This covers the set up of the pension schemes, telephone calls to discuss AE and the set up of the scheme details on our software.

On-going administration, assessment and file upload, £20 plus VAT per pay period if the payroll is monthly or four-weekly and £10 plus VAT per pay period if the payroll is weekly or two-weekly. Statutory employee communication letters if required, the fee is £5 per letter plus VAT.

Our expertise



Academies & Education



Automotive



Charities



Manufacturing



Food & Drink



Marine



Healthcare



Leisure & Tourism



Professional Service



Media & Creative



Power & Renewables



Real Estate



Retail



Technology

Key contacts

To find out how we can assist you with your payroll service needs, please contact a member of our team:



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Bishop Fleming Payroll Services Limited is a limited company registered in England and Wales No. 07604987. Registered office: Stratus House, Emperor Way, Exeter Business Park, Exeter, Devon EX1 3QS. A list of directors names is available at the above office address.