

Summary of DPSS Hereford Service Charges 2025-26

Service	Charge including VAT	Weekly charge
PAYROLL SERVICE		
Payroll Set up Fee one off	£41.36	
+Payroll - 4 week pay cycle for 1 Employee	£21.37 / 4 week cycle	£5.34
Payroll - 4 week pay cycle for 2 or more Employees	£42.73 / 4 week cycle	£10.68
Payroll – Monthly for 1 Employee	£21.37 / month	£5.34
Payroll – Monthly for 2 or more Employees	£42.73 / month	£10.68
No Payroll run EPS submitted	£10.70	
Rerun of Payroll	£21.38 / payroll	
Reprinting of lost / damaged documents	£8.31 / set	
FINANCIAL ADMIN SERVICE		
Bookkeeping Set up Fee one off	£45.44	
Bookkeeping with Managed Accounts	£49.59 / month	£11.45
Bookkeeping with Managed Accounts reduced fee for 1 invoice / month	£35.83 / month	£8.27
Bookkeeping with Own Accounts	£48.24 / set of accounts	
PENSION ADMINISTRATION SERVICE		
PAS – Level One (no PAs to enrol)	£136.32 This is charged every 3 years	£0.87
PAS – Level Two (1 or more PAs to enrol)	£272.65 This is charged every 3 years	£1.75
EMPLOYMENT SUPPORT SERVICE		
New Employer Set up Fee (one off)	£173.59	
New Employer Set up Fee plus recruitment of Pas (one off)	£523.41	
Employment Support – Monthly Contract Fee @ £30 / month	£41.36 / month	£9.54
Employment Support on hourly rate basis Charged in 15 min increments of £6.47	£29.61 / hour	
Recruitment and Selection with interview support	£137.75 / recruitment round	
Recruitment without interview support	£82.64 / recruitment round	
DBS checks	£93.68	