

Summary of DPSS Hereford Service Charges 2026-27

Service	Charge including VAT	Weekly charge
PAYROLL SERVICE		
Payroll Set up Fee one off	£43.01	
+Payroll - 4 week pay cycle for 1 Employee	£22.22 / 4 week cycle	£5.56
Payroll - 4 week pay cycle for 2 or more Employees	£44.44 / 4 week cycle	£11.11
Payroll – Monthly for 1 Employee	£22.22 / month	£5.56
Payroll – Monthly for 2 or more Employees	£44.44 / month	£11.11
No Payroll run EPS submitted	£11.13	
Rerun of Payroll	£22.24 / payroll	
Reprinting of lost / damaged documents	£8.64 / set	
FINANCIAL ADMIN SERVICE		
Bookkeeping Set up Fee one off	£47.26	
Bookkeeping with Managed Accounts	£51.57 / month	£11.91
Bookkeeping with Managed Accounts reduced fee for 1 invoice / month	£37.26 / month	£8.60
Bookkeeping with Own Accounts	£50.17 / set of accounts	
PENSION ADMINISTRATION SERVICE		
PAS – Level One (no PAs to enrol)	£141.77 This is charged every 3 years	£0.90
PAS – Level Two (1 or more PAs to enrol)	£283.56 This is charged every 3 years	£1.82
EMPLOYMENT SUPPORT SERVICE		
New Employer Set up Fee (one off)	£180.53	
New Employer Set up Fee plus recruitment of Pas (one off)	£544.35	
Employment Support – Monthly Contract Fee @ £30 / month	£43.01 / month	£9.92
Employment Support on hourly rate basis Charged in 15 min increments of £7.69	£30.79/ hour	
Recruitment and Selection with interview support	£143.26 / recruitment round	
Recruitment without interview support	£85.95 / recruitment round	
DBS checks	£97.43	