

IRIS Payroll Services Additional Fees

Rate Card (May 2025)

Additional Fees

Item	Fee*	Notes
Additional BACS Payments Required	£41.00	Per BACS file
Custom Reporting	POA from £85.00 per report	Dependent on the size of the report and time
Advanced payments	£15.00	Per Calc
Back Date Pay Rises	£82.00	Per Hour
Back dated calculations for prior periods	£82.00	Per Hour
Back dated pension calculations for prior periods	£82.00	Per Hour
BACS Recall	£55.00	Per Recall
BACS/HMRC Files	£15.00	Per Run
Bonus or Share Option Run (Pre-Regular Payroll Processing)	£82.00	Per Hour
Copy P11Ds	£15.00	Per Copy
Copy P60	£15.00	Per Copy
Copy Payslips	£21.00	Per Copy
Corrections to P11Ds	£82.00 per hour	Per Hour
Creating and providing additional reports	£82.00	Per Hour
Creating and providing bespoke reports	£82.00	Per Hour
Customer actions - Ad hoc variable work	£82.00	Per Hour
Exit reports for schools on termination	£100.00	per school depending upon size
Late Approval of BACS	£250.00	Per Instance
Gender Pay Gap Reporting (Corporate) - Level 1 (Clients) - Level 1 (Non-Clients) - Level 2 (Clients) - Level 2 (Non-Clients)	£550.00 + VAT £650.00 + VAT £700.00 + VAT £800.00 + VAT	Please see detailed Gender Pay Gap Reporting Pricing document further details on the differences between Level 1 & Level 2.
Gender Pay Gap Reporting (Education) - Level 1 (Clients) - Level 1 (Non-Clients)	£700.00 + VAT £800.00 + VAT £950.00 + VAT	Please see detailed Gender Pay Gap Reporting Pricing document

- Level 2 (Clients) - Level 2 (Non-Clients)	£1050.00 + VAT	further details on the differences between Level 1 & Level 2.
Managing 3rd Party (Child Care Vouchers)	£75.00	Per Run
Manual Average Holiday Pay Calculation	£82.00	Per Hour
Manual Calculations / Year to date corrections (Per Hour)	£82.00	Per Calc
Monthly Spreadsheet	£68.00	Per Copy
Multiple pay runs - currently 2 runs in Contract (inc. initial) - 3 for Education	£82.00	Per Hour
NEST Pension Set Up via Chase De Vere	£275.00	Per PAYE Scheme
P11D	£15.00 to £25.00	Dependent Upon Date Sent
P11D Payment	£15.00	Per Run
Payroll reruns	£140.00	Per Hour
Pension Deficit BACS Payment	£45.00 + VAT	Per payment
Pension Re-declaration / Re-enrolment	£0.00	Included within the Service
Pension Set-Up	£100.00	Per Pension Scheme
Pension Upload to pension provider	£15.00	Per File
Premium Service - outside of 2 working day turnaround	£74.00	Per Run
Re enrolment/Declaration for Schools(Education)	£150.00	
Sending maternity schedules to web clients	£15.00	Per Schedule
Smart Pension Set-Up	£150.00	This includes set up of pension and submission of Declaration of Compliance
Statement of Earnings (SOE)	£40.00	PER SOE

*These charges apply for any work completed outside of the normal contract or processing window.

Please note the charges are effective as of 1st May 2025 and will also incur VAT charges.

Additional Fees which are already included as Core Fees in Current Contracts but may be listed separately in Legacy Contracts

Item	Fee	Notes
BACS for HMRC Files	£15.00	Per Run
LGPS Annual return	£105.00 + VAT	For Payplus schools only
LGPS monthly pension return per month	£20.00	
Managing 3rd Party (Child Care Vouchers)	£75.00	Per Run
Pension Re-declaration	£55.00	Pension Re-declaration for 1 person (including Director only payrolls)
Pension Re-declaration	£120.00	Pension Re-declaration for 2 or more people
Pension Set-Up After Implementation	£100.00	Per Pension Scheme
Pension Upload to Pension Provider	£15.00	Per File
Re enrolment/Declaration for Schools (Education)	£150.00	
Teachers' Pension return per month	£20.00	