



raffingers
chartered certified accountants

T: 020 8551 7200
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E: info@raffingers.co.uk
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3) On-going monthly charges for administration of the scheme

Monthly workforce assessments and all employee communications, ensuring you fully comply with your obligations.

Minimum charge is £15, thereafter £5 per employee.

Monthly on-going duties:

- Monitoring the ages and earnings of your staff
- Calculating contribution due
- Dealing with requests to join and leave the pension scheme
- Dealing with opt-outs
- Employee communications
- Uploading the contribution schedule to pension provider
- Keeping accurate records of what you have done

Number of Employees**	Price Per Month (£5 Per Employee)	✓
Min 1-3	£15	✓
Thereafter, charges will be £5 per employee per month		
4	£20	
5	£25	
10	£50	
15	£75	
20	£100	
25	£125	
30	£150	

*Excludes VAT

**Charge includes 'all' employees processed on the payroll each month. i.e. opt outs, non-eligible, entitled workers are not excluded from the charge.

4) Payment Terms

Agree to pay Payroll and pension charges by Direct Debit:

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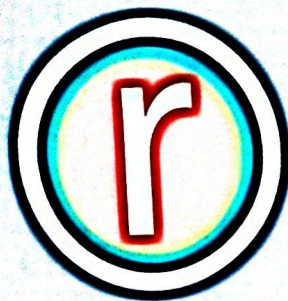
Completed Direct Debit mandate attached:

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Payment terms - Payment is due by monthly direct debit (all charges are exclusive of VAT)

Agreed to and authorised by: _____

Date: _____



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Auto Enrolment Service Order Form

Client Name:

Simply tick the box for the service you would like to receive from us, then sign and date the authorisation.
If you have any questions concerning the form please contact payroll@raffingers.co.uk

1) The Pension Regulator (TPR) - One-off set up cost

If you would like us to complete the declaration of compliance with TPR, please tick this service:

Number of Employees	One-off Cost*	<input checked="" type="checkbox"/>
Fixed Cost	£250	

*Excludes VAT

2) Pension Provider - One-off set up costs

Set up costs including initial assessment of the workforce and registering with the following pension scheme providers. Please select your preferred pension provider from the following two options:

A) The People's Pension

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Number of Employees	One-off Cost*	<input checked="" type="checkbox"/>
1-9	£250	
10-19	£500	
20-29	£750	
30-39	£1,000	
40+	POA	

*Excludes VAT

NOTE - There is an additional registration fee:
A) The People's Pension - £300 + VAT (one-off cost)

Set up costs including initial assessment of the workforce and registering with the following pension scheme provider:

B) Nest

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Number of Employees	One-off Cost*	<input checked="" type="checkbox"/>
1-9	£450	
10-19	£600	
20-29	£850	
30-39	£1,100	
40+	POA	

*Excludes VAT