

BISHOPS CHARTERED ACCOUNTANTS SERVICES AND CHARGING STRUCTURE

Auto-enrolment duties	Full	Partial	Basic
Calculate and deduct each employee's contributions as per workplace pension agreement and client instructions	•	•	•
Produce pension report including both employee and employer contributions that is compatible with the relevant pension provider ready to be uploaded to their website	•	•	
Carry out a formal assessment of the workforce to work out employer's auto-enrolment duties to each of them	•		
Send postponement letters to relevant employees as required	•		
Add staff who need to be automatically enrolled to the automatic enrolment pension scheme	•		
Write to each staff member after the staging date to tell them how automatic enrolment applies to them and explain their rights	•		
Keep records of how employer has complied with automatic enrolment duties	•		
Constantly review staff including new starters and check their automatic enrolment eligibility	•		
Manage any opt out requests	•		
Send contribution details to the pension provider on a regular basis	•		
Send any other required information to the pension provider as and when required	•		

Establishment fee

A one off fee to establish the auto enrolment solution on Bishops Sage payroll bureau

- **Full solution** - £150 plus an additional £5 per employee on the payroll
- **Partial solution** - £150 plus an additional £5 per employee on the payroll
- **Basic solution** - £150 plus an additional £5 per employee on the payroll
(all fees stated are plus VAT)

Annual fee

For the ongoing provision of pension auto enrolment.

Fees are billed annually in advance at the start/anniversary of auto enrolment and will be based upon the number of staff auto enrolled on that date as well as for any new starters in the previous 12 months.

- **Full solution** - £20 per employee per annum
- **Partial solution** - £12 per employee per annum
- **Basic solution** - £12 per employee per annum
(all fees stated are plus VAT)

December 2017

Pension Regulator Declaration of Compliance

This will be completed by Bishops Financial Planning Ltd.

We will attend your offices and do presentations and workshops for you and your staff. The costs of these vary so please call **Andrew Kay** or **Anita Wright** from Bishops Financial Planning on **01254 261166** for full details of this service

December 2017