

HR and payroll – additional services price list

Type of service	Price*
Preparation and electronic delivery of payslips	free
Issuance of earnings certificate	free
Preparation of civil law contracts	free
Consultation with written opinion	free
Assistance during ZUS/PIP/US inspections	free
Sending PIT-11 declarations to the Tax Office and employees	10 PLN/item
Maintaining mandatory personnel statistics (GUS including report preparation)	250 PLN/year
Entering personnel and payroll backlogs	individual pricing
Preparation of personnel and payroll reports	individual pricing
Employee working time settlement	10 PLN/employee
Calculation and submission of DRA declarations for sole proprietors or partners in a single-member limited liability company	40 PLN/item

***The given prices are net amounts. VAT is added to them.**

If you will have any additional questions – please contact us.

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