

HR and payroll – additional services price list

Type of service	Price*
Preparation and electronic delivery of payslips	included
Issuance of earnings certificate	included
Preparation of civil law contracts	included
Consultation with written opinion	included
Assistance during ZUS/PIP/US inspections	included
Sending PIT-11 declarations to the Tax Office and employees	15 PLN/item
Maintaining mandatory personnel statistics (GUS including report preparation)	250 PLN/year
Calculation and submission of DRA declarations for sole proprietors or partners in a single-member limited liability company	50 PLN/item
Entering personnel and payroll backlogs	individual pricing
Preparation of personnel and payroll reports	individual pricing

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