

Price list from November 10, 2025.							
Service name		BASE up to 5 Postings	SILVER up to 20 Postings	GOLD up to 80 Postings	PLATINUM up to 150 Postings	Detailed description of the Price List items	
TOTAL PRICE WITH ENTREPRENEUR'S ZUS:		299.00 PLN	374.00 PLN	649.00 PLN	849.00 PLN		
LP	Service name:	259.00 PLN	334.00 PLN	609.00 PLN	809.00 PLN		
1	Service in a foreign language	250.00 PLN	250.00 PLN	250.00 PLN	250.00 PLN	Fixed monthly subscription fee for service in a language other than Polish.	
2	Accounting - additional services related to cash and banking operations:	Maintaining monthly cash and bank registers in the system	15.00 PLN	15.00 PLN	15.00 PLN	15.00 PLN	Maintaining monthly cash and bank records for the client in the accounting system. The price applies to each bank account or cash register entered into the records. Records are maintained and posted monthly.
3		Maintaining daily cash and bank registers in the system	100.00 PLN	100.00 PLN	100.00 PLN	100.00 PLN	Maintaining daily cash and bank records for the Client in the accounting system. The price applies to each bank account or cash register entered into the records. Records are maintained and posted daily.
4		Downloading monthly statements from the client's bank directly through the office - calculated for each bank account	25.00 PLN	25.00 PLN	25.00 PLN	25.00 PLN	The Office collects a one-month transaction history from a single Client bank account. The price is for one bank account.
5		Posting and settling a bank statement in the extended MT940 format for 1 operation	1.50 PLN	1.50 PLN	1.50 PLN	1.50 PLN	The Office will record and settle a single bank/cash report item denominated in PLN based on a bank statement or cash report received electronically (MT940 extended file). Activities related to recording and settling cash and bank transactions denominated in a foreign currency will be counted twice due to the need to settle exchange rate differences (i.e., 1 cash/bank transaction in a currency other than PLN x 2 x the transaction price according to the accepted package).
6		Accounting and settling a paper bank statement 1 operation	3.00 PLN	3.00 PLN	3.00 PLN	3.00 PLN	The Office's accounting and settlement of a single bank/cash report item denominated in PLN based on the Client's bank statement or cash report, received in traditional (paper) form or in electronic form in a PDF, XLS, or XML file. Activities related to the accounting and settlement of cash and bank transactions denominated in a foreign currency due to the need to settle exchange rate differences will be counted twice (i.e., 1 cash/bank transaction in a currency other than PLN x 2 x the transaction price according to the accepted package).
7		Import/change of a bank transfer basket - single import/single import change order	30.00 PLN	30.00 PLN	30.00 PLN	30.00 PLN	The price applies to each individual import/change order in a previously imported transfer basket. This price should be added to the product of the price for a single transfer and the number of transfers within the generated payment basket. Monthly transfer processing costs are determined by multiplying the products of: the number of transfers and the transfer price the number of imports and the import price the number of change orders in imported transfer baskets and the change order price.
8		Import of a basket of transfers to the bank - one transfer is included in the price of the service "payment control"	4.00 PLN	4.00 PLN	4.00 PLN	4.00 PLN	The price applies to each individual transfer. The price for a single import must be added to this price within a single transfer basket. Monthly transfer processing costs are determined by multiplying the following: the number of transfers and the transfer price the number of imports and the import price the number of change requests in imported transfer baskets and the change request price.
9		Additional accounting beyond the selected package	7.90 PLN	6.90 PLN	5.90 PLN	4.90 PLN	An additional, single accounting activity performed by the Office after exceeding the number of accounting entries in a given month, beyond the maximum limit specified in the BASE/SILVER/GOLD/PLATINUM package selected by the Client. Posting an invoice in a currency other than Polish or from a country other than Poland for which an internal invoice must be issued is counted twice.
10	Posting currency or intra-EU documents (extra charge for 1 document)	7.90 PLN	6.90 PLN	5.90 PLN	4.90 PLN	Posting: - invoices in foreign currencies requiring the recording of exchange rate differences, - invoices issued by foreign contractors for which an internal invoice must be issued. The price includes a surcharge for one posting and the performance of legally required activities – calculating exchange rate differences and issuing internal documents necessary for correct VAT settlement.	
11	Pack of 50 additional postings	x	x	x	229.00 PLN	Increasing the monthly maximum number of Postings by the Office in a given month by an additional 50 Posting activities in relation to the limit in the package selected by the Client.	
12	Pack of 200 additional postings	x	x	x	849.00 PLN	Increasing the monthly maximum number of Postings by the Office in a given month by an additional 200 Posting activities in relation to the limit in the package selected by the Client.	
13	Scanning of client documents by the office to the client panel - price per document	2.00 PLN	2.00 PLN	2.00 PLN	2.00 PLN	Scanning of Client Documents received in traditional format by the Office. Price is for one Document, with no more than 4 pages per document.	
14	Cash register or non-fiscal sales report settlement (for 1 cash register/for 1 report)	40.00 PLN	40.00 PLN	40.00 PLN	40.00 PLN	An additional fee related to the accounting and reconciliation of each cash register or each non-fiscal sales report. The fee is the product of: the number of cash registers owned and the net price from the table / the number of non-fiscal sales reports maintained and the net price from the table. Virtual cash registers from UBER, Bolt, and Free Now are not included in the number of cash registers charged the fee.	
15	Periodic accounting	2.50 PLN	2.50 PLN	2.50 PLN	2.50 PLN	Periodic accounting, which includes the receipt of a given document for which monthly periodic accounting is required. This service is calculated monthly and applies to a single periodic accounting. For multiple periodic accountings, the order value should be calculated as the product of the unit price and the number of periodic accountings in a given month.	

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Accounting - additional services:	16	Fixed asset and intangible asset management - monthly depreciation	2.50 PLN	2.50 PLN	2.50 PLN	2.50 PLN	Maintaining a fixed asset register, covering asset receipt, depreciation, sale, and disposal. This service is priced on a subscription basis and is not broken down into individual activity types. The service is priced monthly based on a single depreciation charge for a single fixed asset or intangible asset subject to depreciation.
	17	Fixed asset and intangible asset management - one-off depreciation	25.00 PLN	25.00 PLN	25.00 PLN	25.00 PLN	Maintaining a fixed asset register, covering one-time asset receipt, one-time depreciation, sale, and liquidation. This service is priced on a one-time basis for each fixed asset accepted for one-time depreciation and is not broken down into individual activity types.
	18	Reconciliation and accounting of warehouses/work in progress/services in progress using the inventory method	100.00 PLN	100.00 PLN	100.00 PLN	100.00 PLN	The fee applies to the inventory of a single warehouse in the sales ledgers. A warehouse is defined as each dedicated warehouse for storing materials, goods, semi-finished products, and finished products. For multiple warehouses, the inventory cost in the books should be calculated as the product of the number of warehouses and the price from the selected package. Additionally, this item should include the accounting for work in progress or services in progress using the inventory method based on inventory documents provided by the client.
	19	VAT margin (for 1 VAT margin calculation)	30.00 PLN	30.00 PLN	30.00 PLN	30.00 PLN	The fee related to calculating the VAT margin is calculated on each set of costs and the corresponding revenues related to a single VAT margin calculation. For example, if entity "X" implements four projects per month, each with, for example, 70 cost invoices for each project, then as part of the VAT margin settlement – in addition to the standard fees related to accounting for the aforementioned invoices – four additional fees related to settling the VAT margin must be added. Assuming that the fee for settling a single VAT margin in the price list is PLN 30 net, the additional fee related to settling the VAT margin for these four projects will be 4 * 30 = PLN 120 net.
	20	Additional fee for delivery after the deadline, i.e. on the 10th day of the month	40.00 PLN	60.00 PLN	80.00 PLN	100.00 PLN	Execution of the Client Document Posting process in an expedited manner, i.e., after the 10th day of the current month for the previous month. A one-time fee for the client's failure to meet the deadline, regardless of the number of documents.
	21	Urgent document posting (after 15:00) (within the scope of office organizational capabilities)	80.00 PLN	120.00 PLN	150.00 PLN	200.00 PLN	The Client's Document Posting is performed urgently, i.e., after the 15th day of the current month for the previous month. A one-time fee is charged for failure to meet the deadline, regardless of the number of documents. This fee does not guarantee compliance with statutory and contractual deadlines for filing appropriate tax returns or providing the Client with information on tax liabilities for a given period. If the volume of required postings is excessive or the number of external orders is excessive, the Office reserves the right to refuse to perform an urgent order. In such a situation, it will send blank declarations, which will be corrected later at the Client's expense.
	22	Correction of VAT declaration for reasons beyond the office's control	120.00 PLN	120.00 PLN	120.00 PLN	120.00 PLN	Correction of tax returns due to circumstances beyond the Office's control. Price is for a single VAT-7/JPK VAT/EU VAT return.
	23	Preparation of declarations/correction of EU VAT declarations, VAT 9M, VAT 8	50.00 PLN	50.00 PLN	50.00 PLN	50.00 PLN	Preparation for submitting a monthly declaration or correction of a monthly EU VAT return or VAT 8 or VAT 9M return. The price is for one declaration/one correction of a declaration.
	24	VAT refund one-time fee for each declaration	50.00 PLN	50.00 PLN	100.00 PLN	100.00 PLN	Preparation for filing a monthly VAT return. Price is for a single VAT return.
	25	Bad debt relief (new declaration or correction of declaration)	100.00 PLN	150.00 PLN	200.00 PLN	250.00 PLN	Preparation and submission to the tax office of one bad debt relief declaration or correction of a bad debt relief declaration in CIT or VAT. This service is performed at the express request of the Client or if the Office's responsibility for preparing bad debt relief is additionally specified in the subject matter of the contract.
	26	Preparation of documents for tax audits	80.00 PLN	120.00 PLN	150.00 PLN	200.00 PLN	A one-time service consisting in the Office preparing the necessary documents for the Client's tax audit, the purpose of which is to verify whether the Client complies with the obligations arising from the provisions of tax law.
	27	Tax audit handling (1 hour)	180.00 PLN	180.00 PLN	180.00 PLN	180.00 PLN	Substantive client support during an audit conducted by tax authorities. The price applies to each commenced hour of client support provided by the Office.
	28	Correction of advance income tax (PIT)	80.00 PLN	80.00 PLN	80.00 PLN	80.00 PLN	Recalculation of a tax return for reasons beyond the Office's control. The price is for a single PIT return. The fee also applies to reopening tax records for reasons beyond the Office's control.
	29	Application for transfer of tax settlements between tax office accounts	60.00 PLN	60.00 PLN	60.00 PLN	60.00 PLN	The price covers the preparation of one application for the transfer of tax settlements between Tax Office accounts or the preparation of an application for a refund of funds from a VAT account.
	30	Suspension and re-suspension of business activities	50.00 PLN	50.00 PLN	50.00 PLN	50.00 PLN	One-time fee related to the activity of making changes for each suspension and re-suspension of business activities.
	31	Preparation and issuance of an electronic database of accounting entries from Comarch ERP Optima	999.00 PLN	999.00 PLN	999.00 PLN	999.00 PLN	Performing activities aimed at preparing and issuing an electronic database of accounting entries maintained in Comarch ERP Optima. This price does not apply to companies conducting accounting based on full accounting records.
	32	National delegation	20.00 PLN	20.00 PLN	20.00 PLN	20.00 PLN	Settlement and accounting of domestic business trips, including: - reimbursement of expenses incurred in connection with the business trip based on the provided business trip expense report - calculation of per diem allowances based on the provided document of the employee's working time on the business trip
	33	Foreign delegation	40.00 PLN	40.00 PLN	40.00 PLN	40.00 PLN	Settlement and accounting of foreign business trips, including: - reimbursement of expenses incurred in connection with the business trip based on the provided business trip expense report - calculation of per diem allowances based on the provided document of the employee's working time on the business trip
	34	Fleet maintenance in the books (for 1 vehicle)	20.00 PLN	20.00 PLN	20.00 PLN	20.00 PLN	Accounting and appropriate tax settlements for company vehicles. The price is for one vehicle. For multiple vehicles, the service price should be calculated as the product of the price and the number of vehicles.
	35	Claims settlement accounting	35.00 PLN	35.00 PLN	35.00 PLN	35.00 PLN	The service includes accounting settlement of 1 car damage claim.
36	UBER, BOLT FREE NOW, etc. sales support - Product of cities and platforms	80.00 PLN	80.00 PLN	80.00 PLN	80.00 PLN	The service value will be calculated based on the answer to the question: In how many cities and on how many platforms are the rides conducted? The value entered should be the product of the cities and platforms. (Example 1 - 3 platforms in each of 4 cities - 3*4 = 12; Example 2 - one platform in 6 cities, the second platform in 3 cities - 3+6 = 9; Example 3 - Uber Poznań and Wrocław, Bolt Poznań, Warsaw, Szczecin - 2+3 = 5).	

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37	Bills for rental or unregistered activity (calculated per driver)	15.00 PLN	15.00 PLN	15.00 PLN	15.00 PLN	Preparation of monthly invoices for drivers, bearing the driver's name and surname, broken down by legal title (lease/B2B) and form of payment (cash; transfer; transfer to the fleet manager); the invoices can serve as a full basis for settling the annual PIT-28/36 tax return.
38	OSS system support	290.00 PLN	290.00 PLN	290.00 PLN	290.00 PLN	For each month of keeping records
39	E-commerce sales support for up to 200 revenue transactions per sales platform	125.00 PLN	125.00 PLN	125.00 PLN	125.00 PLN	<p>Sales accounting for up to 200 e-commerce transactions for a single sales platform. For multiple sales platforms, the price should be calculated as the price listed for a given package multiplied by the number of sales platforms. The promotional price applies when all e-commerce sales can be automatically loaded into our system based on the received JPK_v7 or JPK_VAT file, or when transactions are made to B2C customers and sales information is transferred in a single, standardized Excel file, allowing us to create a pivot table and efficiently calculate tax liabilities.</p> <p>The cost of accounting for multiple stores can be reduced to the cost of operating a single sales platform by using tools that integrate the invoicing process, such as Baselinker, Easy Bill, etc.</p> <p>The price does not include manual invoice rewriting.</p> <p>The price for e-commerce transactions exceeding the selected package is PLN 0.63 net/unit.</p>
40	E-commerce sales support for up to 1,000 revenue transactions per sales platform	250.00 PLN	250.00 PLN	250.00 PLN	250.00 PLN	<p>Sales accounting for up to 1,000 e-commerce transactions for a single sales platform. For multiple sales platforms, the price should be calculated as the price listed for a given package multiplied by the number of sales platforms. The promotional price applies when all e-commerce sales can be automatically loaded into our system based on the received JPK_v7 or JPK_VAT file, or when transactions are made to B2C customers and sales information is transferred in a single, standardized Excel file, allowing us to create a pivot table and efficiently calculate tax liabilities.</p> <p>The cost of accounting for multiple stores can be reduced to the cost of operating a single sales platform by using tools that integrate the invoicing process, such as Baselinker, Easy Bill, etc.</p> <p>The price does not include manual invoice rewriting.</p> <p>The price for e-commerce transactions exceeding the selected package is PLN 0.25 net/unit.</p>
41	E-commerce sales support for up to 5,000 revenue transactions per sales platform	500.00 PLN	500.00 PLN	500.00 PLN	500.00 PLN	<p>Sales accounting for up to 5,000 e-commerce transactions for a single sales platform. For multiple sales platforms, the price is calculated as the price listed for a given package multiplied by the number of sales platforms. The promotional price applies when all e-commerce sales can be automatically loaded into our system based on the received JPK_v7 or JPK_VAT file, or when transactions are made to B2C customers and sales information is transferred in a single, standardized Excel file, allowing us to create a pivot table and efficiently calculate tax liabilities.</p> <p>The cost of accounting for multiple stores can be reduced to the cost of operating a single sales platform by using tools that integrate the invoicing process, such as Baselinker, Easy Bill, etc.</p> <p>The price does not include manual invoice rewriting.</p> <p>The price for e-commerce transactions exceeding the selected package is PLN 0.10 net/item.</p>
42	E-commerce sales support for up to 20,000 revenue transactions per sales platform	1,000.00 PLN	1,000.00 PLN	1,000.00 PLN	1,000.00 PLN	<p>Sales accounting for up to 20,000 e-commerce transactions for a single sales platform. For multiple sales platforms, the price is calculated as the price listed for a given package multiplied by the number of sales platforms. The promotional price applies when all e-commerce sales can be automatically loaded into our system based on the received JPK_v7 or JPK_VAT file, or when transactions are made to B2C customers and sales information is transferred in a single, standardized Excel file, allowing us to create pivot tables and efficiently calculate tax liabilities.</p> <p>The cost of accounting for multiple stores can be reduced to the cost of operating a single sales platform by using tools that integrate the invoicing process, such as Baselinker, Easy Bill, etc.</p> <p>The price does not include manual invoice rewriting.</p> <p>The price for e-commerce transactions exceeding the selected package is PLN 0.05 net/item.</p>
43	Determining the moment of transition to VAT and changes in VAT deductions on sales and purchase registers	600.00 PLN	600.00 PLN	600.00 PLN	600.00 PLN	A one-time fee will be charged for exceeding the personal exemption limit, towards determining the VAT transition date. This fee applies to clients who, in the month of transitioning to VAT, have their accounts maintained by TaxCoach at least from the beginning of the accounting period. If the above conditions are not met, the fee will be calculated individually based on the documents provided. As part of this fee, the Office is obligated to determine the transition date and make appropriate changes to the sales and purchase registers regarding VAT deductions.
44	Registration/Update - VAT and EU VAT - form	170.00 PLN	170.00 PLN	170.00 PLN	170.00 PLN	Preparation of the VAT-R form for the Tax Office for VAT registration or data updates. One-time fee.
45	Registration - VAT - additional documents and comprehensive support with registration	220.00 PLN	220.00 PLN	220.00 PLN	220.00 PLN	<p>Completing and assisting in preparing the remaining documents required for VAT registration. The service includes support in:</p> <ul style="list-style-type: none"> - compiling all necessary documents for VAT registration; - preparing a declaration of planned activity; - preparing a declaration of bank accounts or their absence; - communicating with the tax office for VAT registration purposes; - providing substantive advice and guidance related to VAT registration.
46	NIP 8 registration	100.00 PLN	100.00 PLN	100.00 PLN	100.00 PLN	Preparation and sending of NIP 8 to update taxpayer data at the tax office
47	VAT OSS declaration - form	290.00 PLN	290.00 PLN	290.00 PLN	290.00 PLN	Preparation of the VIU-R form required for VAT OSS registration. One-time fee.
48	EORI declaration	250.00 PLN	250.00 PLN	250.00 PLN	250.00 PLN	Preparation and sending of an application for an EORI number.
49	Registration / Deregistration of a car with VAT 26	100.00 PLN	100.00 PLN	100.00 PLN	100.00 PLN	Preparation of one VAT 26 declaration for the purpose of registering or deregistering a motor vehicle.
50	Registration with the Central Register of Beneficial Owners (CRBR)	150.00 PLN	150.00 PLN	150.00 PLN	150.00 PLN	Registration in the CRBR (Central Register of Beneficial Owners) of one entity

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51	Reporting and updating data in CEIDG / Tax Office	100.00 PLN	100.00 PLN	100.00 PLN	100.00 PLN	Filing and updating your registration with CEIDG or the Tax Office. The price is for one registration.	
52	Accounting - fees related to required reports	Preparation of annual tax return (PIT)	259.00 PLN	334.00 PLN	609.00 PLN	809.00 PLN	Preparation of a single annual PIT settlement for entrepreneurs settling their taxes independently without the participation of their spouse's income.
53		Accounting for income from other sources	100.00 PLN	100.00 PLN	100.00 PLN	100.00 PLN	Settlement of income from sources other than business activity in the entrepreneur's annual PIT return.
54		Report to the Central Statistical Office	199.00 PLN	199.00 PLN	199.00 PLN	199.00 PLN	Preparation of a report for the Central Statistical Office. Price is for a single report. Price does not apply to SP-3, F-01, or PNT-01 reports, which are priced according to a different price list item.
55		Report to the Central Statistical Office - F-01	199.00 PLN	299.00 PLN	399.00 PLN	399.00 PLN	Preparation of the F-01 report for the Central Statistical Office. Price is per submission.
56		Report to the Central Statistical Office - SP-3 or PNT-01	399.00 PLN	499.00 PLN	699.00 PLN	999.00 PLN	Preparation of SP-3 or PNT-01 reports for the Central Statistical Office. Price per submission.
57		Loan documentation (income statement, depreciation, etc.)	120.00 PLN	120.00 PLN	120.00 PLN	120.00 PLN	Preparation of a complete set of documents (profit and loss statement, balance sheet, depreciation, income and expense ledger, as well as specific additional indicators required by the bank or other financing entity) for purposes related to the loan agreement. The price is for one loan agreement.
58		Completion of the loan application by the accounting office - excluding the application for an investment loan	200.00 PLN	200.00 PLN	200.00 PLN	200.00 PLN	Support in completing a single loan application based on accounting data from the Office's accounting systems or from access to the Client's accounting systems provided to the Office, excluding applications for investment loans.
59		Human resources - subscription services:	Owner's Social Insurance Institution	40.00 PLN	40.00 PLN	40.00 PLN	40.00 PLN
60	Payroll and/or DRA owner calculation adjustments and other adjustments (price per person)		40.00 PLN	40.00 PLN	40.00 PLN	40.00 PLN	Payroll adjustments or other adjustments resulting from the Client's fault or for other reasons beyond the Agency's control. The price is for a single adjustment per person. The price also applies to each adjustment of the owner's DRA.
61	Payroll management of employment contracts (payroll calculation + DR)		45.00 PLN	45.00 PLN	45.00 PLN	45.00 PLN	Preparation of data for basic salary payments, calculation of social security contributions, and calculation of income tax on salaries for all employment contracts submitted to the Office. The subscription fee is calculated per employee per month. Payroll services do not include maintaining personnel files or registering and deregistering employees with the Social Security Institution (ZUS).
62	Payroll services for civil law contracts		35.00 PLN	35.00 PLN	35.00 PLN	35.00 PLN	Preparation of data for basic salary payments, calculation of social security contributions, and calculation of income tax on salaries for all civil law contracts submitted to the Office. The subscription fee is calculated for one contractor or work performer per month. Payroll services do not include maintaining personnel files or registering and deregistering employees with the Social Security Institution (ZUS).
63	HR contract management, including: traditional employee files (health and safety, medical examinations, complete documentation, working time records, leave records)		20.00 PLN	20.00 PLN	20.00 PLN	20.00 PLN	Ongoing HR management for employment contracts and civil law contracts, including maintaining employee personnel files in traditional (paper) format. The price is for one employee per month. The price includes checking the accuracy and completeness of HR documentation, monitoring leave enrollment, medical examinations, working time records, and occupational health and safety training.
64	HR management of employment contracts, including employee E-FILETS (health and safety, medical examinations, complete documentation, working time records, leave records)		35.00 PLN	35.00 PLN	35.00 PLN	35.00 PLN	Ongoing HR management for employment contracts and civil law contracts, including maintaining employee personnel files in electronic format (e-files). The price is for one employee per month. The price includes checking the accuracy and completeness of HR documentation, monitoring leave enrollment, medical examinations, working time records, and occupational health and safety training.
65	HR management of additional remuneration components calculated per person		5.00 PLN	5.00 PLN	5.00 PLN	5.00 PLN	A one-time activity related to calculating additional salary components for an employee, beyond their base salary. The price includes one component for one employee per month.
66	PPK service - calculated per person		10.00 PLN	10.00 PLN	10.00 PLN	10.00 PLN	PPK program management including: comprehensive support in calculating contributions, assistance in completing and processing documents related to Employee Capital Plans, handling the exchange of documents with the financial institution managing the company's PPK program
67	PPK file export - counted for 1 export		10.00 PLN	10.00 PLN	10.00 PLN	10.00 PLN	Generating a PPK file with information about contribution amounts from the Accounting Office's internal systems in XML format, which the client can upload to their PPK portal. The fee is independent of the number of employees in the company and is treated as a monthly lump sum.
68	Importing a PPK file to the My PPK application		30.00 PLN	30.00 PLN	30.00 PLN	30.00 PLN	Importing a PPK file in XML format with information about contribution amounts generated by the Accounting Office. The fee is independent of the number of employees in the company and is treated as a monthly lump sum.
69	PFRON declaration - 1 person		50.00 PLN	50.00 PLN	50.00 PLN	50.00 PLN	Preparation for and submission of a monthly declaration to the State Fund for the Rehabilitation of Disabled Persons. The price is for one month of service for one person.

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70	Human Resources - premium subscription services:	HR and payroll services for premium employment contracts - traditional folders or e-folders	80.00 PLN	80.00 PLN	80.00 PLN	80.00 PLN	Preparation of data for basic salary payments, calculation of social security contributions, and calculation of income tax on salaries for all employment contracts submitted to the Office. The subscription fee is calculated per employee per month. HR services include maintaining traditional personnel files, registering and deregistering employees with the Social Insurance Institution (ZUS), settling additional salary components, and comprehensive support for Employee Capital Plans (PPK). PLEASE NOTE: THE PREMIUM SERVICE DOES NOT INCLUDE PFRON (State Fund for Rehabilitation of Disabled Persons) AND FEES RELATED TO ANNUAL SETTLEMENTS.
71		HR and payroll services for premium civil law contracts - traditional folders or e-folders	70.00 PLN	70.00 PLN	70.00 PLN	70.00 PLN	70.00 PLN
72	ources - additional services:	Annual PIT 11 settlement for employment contracts and civil law contracts	30.00 PLN	30.00 PLN	30.00 PLN	30.00 PLN	Preparation of one PIT11 declaration for an employment contract or civil law contract.
73		Annual IFT-1 settlement - when employing non-residents and foreigners	60.00 PLN	60.00 PLN	60.00 PLN	60.00 PLN	Annual fee for preparing the IFT-1 form charged in the case of employing foreigners, additional fee if employee file service is not purchased
74		Annual IWA declaration (required for 10 employees)	70.00 PLN	70.00 PLN	70.00 PLN	70.00 PLN	Preparation of the annual IWA declaration to ZUS for companies registering at least 10 people with ZUS for accident insurance.
75		Annual Pit 4R declaration	70.00 PLN	70.00 PLN	70.00 PLN	70.00 PLN	Preparation of the annual PIT 4R declaration for the Tax Office - annual fee for the entire company
76		Annual declaration Pit 8AR	70.00 PLN	70.00 PLN	70.00 PLN	70.00 PLN	Preparation of the annual PIT 8AR declaration for the Tax Office - annual fee for the entire company
77		Annual declaration DEK-R / INF - 2 for companies employing at least 25 people on a full-time basis	120.00 PLN	120.00 PLN	120.00 PLN	120.00 PLN	Preparation of an annual declaration for the State Fund for the Rehabilitation of Disabled Persons. DEK-R - annual declaration for companies with at least 25 full-time positions that pay PFRON contributions due to the lack of employment of at least 6% of people with disabilities or 2% of people with disabilities in educational institutions and other institutions referred to in the PFRON Act. INF - 2 - annual declaration for companies with at least 25 full-time positions exempt from monthly PFRON contributions due to the employment of at least 6% of people with disabilities or 2% of people with disabilities in educational institutions and other institutions referred to in the PFRON Act. The price includes the annual fee associated with the company's settlement with PFRON.
78		Reporting a new person to PFRON - 1 person	100.00 PLN	100.00 PLN	100.00 PLN	100.00 PLN	Preparation for application and registration with the State Fund for Rehabilitation of Disabled Persons for funding purposes. The price includes a one-time fee for PFRON registration per person.
79		Monthly PFRON declaration for companies employing at least 25 people	120.00 PLN	120.00 PLN	120.00 PLN	120.00 PLN	Sending declarations to PFRON (if the employer employs more than 25 people, he or she must send declarations to PFRON every month and pay PFRON contributions for not employing at least 6% of disabled people)
80		Registering a company with SODIR	200.00 PLN	200.00 PLN	200.00 PLN	200.00 PLN	Registering a company with SODIR - subsidies for salaries for disabled people - one-time fee
81		Proof of earnings if data is available in the system	100.00 PLN	100.00 PLN	100.00 PLN	100.00 PLN	The fee is charged for preparing earnings certificates for one person, and its amount remains unchanged as long as the Office has the relevant data in its IT system. The fee is independent of the number of certificates submitted in a given month for a given person.
82		Preparation and issuance of an electronic version of the payer database	150.00 PLN	150.00 PLN	150.00 PLN	150.00 PLN	Carrying out activities aimed at preparing and issuing an electronic database of the Platnik program for the Client.
83		Digitization of paper employee files - the client will prepare scans divided into sections	50.00 PLN	50.00 PLN	50.00 PLN	50.00 PLN	Digitization of archived paper employee files into e-files - as part of this service, the client prepares scans of the files, divided into sections according to the Office's recommendations. The Office, in turn, handles verification and digitization in accordance with the standards set by Polish law. The price is for digitization of one file.
84		Digitization of paper employee files - the service is performed comprehensively by the Office	100.00 PLN	100.00 PLN	100.00 PLN	100.00 PLN	Digitizing archived paper employee files into e-files is a comprehensive service provided by the Office. The price is for digitizing one file.
85		Preparation of a contract of mandate or employment contract on a basic format if the client has not ordered HR services	20.00 PLN	20.00 PLN	20.00 PLN	20.00 PLN	Preparation by the Office of one mandate contract or one employment contract based on the Office's standard template, in the event that the Client has not commissioned the maintenance of personal files via a service including HR Services in traditional or electronic form for a given person.
86		Reporting and updating data to ZUS (1 document)	20.00 PLN	20.00 PLN	20.00 PLN	20.00 PLN	Preparation of one registration or update document for ZUS.
87		Preparation of an employment certificate	40.00 PLN	40.00 PLN	40.00 PLN	40.00 PLN	Preparation of an employment certificate if the client does not have an employee file service purchased
88		Drafting a letter to the bailiff	80.00 PLN	80.00 PLN	80.00 PLN	80.00 PLN	Drafting a letter to a bailiff - the fee is per letter. The price does not include shipping costs.
89		Mobility package	70.00 PLN	70.00 PLN	70.00 PLN	70.00 PLN	Mobility package / seconded employee - the price is calculated for 1 employee.
90	Application A1	120.00 PLN	120.00 PLN	120.00 PLN	120.00 PLN	Preparing a complete application, collecting attachments, sending the application to ZUS, monitoring the case and collecting the A1 certificate.	

Price list from November 10, 2025.							
Service name		BASE up to 5 Postings	SILVER up to 20 Postings	GOLD up to 80 Postings	PLATINUM up to 150 Postings	Detailed description of the Price List items	
TOTAL PRICE WITH ENTREPRENEUR'S ZUS:		299.00 PLN	374.00 PLN	649.00 PLN	849.00 PLN		
LP	Service name:	259.00 PLN	334.00 PLN	609.00 PLN	809.00 PLN		
91-96	Human resources	Declaration of entrusting work to a foreigner	150.00 PLN	150.00 PLN	150.00 PLN	150.00 PLN	Employment Application for Foreigners This service enables the legal employment of citizens of selected countries (including Ukraine, Belarus, Georgia, Armenia, Moldova, and Azerbaijan). As part of the service, we provide: - preparation of a complete application, - collection of required attachments, - submission of the application to the relevant employment office (PUP), - monitoring the status of the case, - registration of notification of the foreigner's commencement or non-commencement of employment (employer's obligation), - preparation of a power of attorney, a copy of the National Court Register (KRS), and declarations of no criminal record. The price does not include official fees.
		Notification of entrusting work to a citizen of Ukraine	80.00 PLN	80.00 PLN	80.00 PLN	80.00 PLN	The service includes preparing and sending the application to the PUP.
		Type A permit	500.00 PLN	500.00 PLN	500.00 PLN	500.00 PLN	An application that allows for the legal employment of foreigners other than those from Ukraine, Belarus, Georgia, Armenia, Moldova, and Azerbaijan. The service includes: Verification of the foreigner's eligibility for a Type A permit. Completion of documentation, including passport and residence status verification, preparation of a power of attorney, and copies of the National Court Register (KRS) declarations of no criminal record. Downloading, completing, and submitting the current application form to the relevant voivode. Contacting the office in case of requests to supplement documents. Receipt of the permit issuance decision. The price does not include official fees.
		Preparation of forms Z-3, Z-3a, Z-3b	25.00 PLN	25.00 PLN	25.00 PLN	25.00 PLN	Preparation of forms Z-3, Z-3a, Z-3b. The fee for preparing one form for one person is charged if the employee file service is not purchased.
		Payroll calculation correction and other corrections (per person)	40.00 PLN	40.00 PLN	40.00 PLN	40.00 PLN	Payroll adjustments or other corrections resulting from the Client's fault or for other reasons beyond the Office's control. The price is for a single adjustment per person.
		Preparation of ZPA, ZFA	40.00 PLN	40.00 PLN	40.00 PLN	40.00 PLN	Completing one ZPA form - reporting/changing the data of the contribution payer - a legal entity or an organizational unit without legal personality to ZUS or one ZFA form - reporting/changing the data of the contribution payer - a natural person.
		97-103	Administrative activities	Reconciliation of balances and settlements between the Client and the Office	300.00 PLN	300.00 PLN	300.00 PLN
Storage of documents older than the current and previous accounting periods (annual fee for 1 binder)	50.00 PLN			50.00 PLN	50.00 PLN	50.00 PLN	Storage of archival Client Documents that relate to periods other than the current and previous accounting periods. The annual price is for one binder of Documents.
Storage of documents older than the current and previous accounting period (annual fee for 1 small carton)	90.00 PLN			90.00 PLN	90.00 PLN	90.00 PLN	Storage of archival Client Documents relating to periods other than the current and previous accounting periods. The annual price is for one small box of Documents. Each box holds approximately two binders. Approximate dimensions: Width (spine): 100 mm Height: 323 mm Depth: 262 mm
Storage of documents older than the current and previous accounting period (annual fee for 1 large box)	140.00 PLN			140.00 PLN	140.00 PLN	140.00 PLN	Storage of archival Client Documents relating to periods other than the current and previous accounting periods. The annual price is for one large box of Documents. Each box holds approximately four binders. Approximate dimensions: Width (spine): 200 mm Height: 323 mm Depth: 262 mm
A visit by an office employee to a client at the bank to grant access or for any other purpose at the client's request	150.00 PLN			150.00 PLN	150.00 PLN	150.00 PLN	A single visit by an Office employee to the Client's office or bank, to grant access or for any other purpose at the Client's request. Regardless of the duration of the visit.
For each preparation of a handover protocol when the client collects documents from the office	40.00 PLN			40.00 PLN	40.00 PLN	40.00 PLN	The price covers the preparation of a single, written handover protocol upon receipt of the Documents by the Client from the Office, in addition to the final protocol after the completion of the parties' cooperation.
Any change to the package above the number of changes provided for in the Regulations	100.00 PLN			100.00 PLN	100.00 PLN	100.00 PLN	A fee for each package change above the annual change limit resulting from the Regulations
104-108	Other works not covered by the price list and/or contract	Other works not covered by the contract or activities not listed in the price list - carried out by the accountant/HR manager	180.00 PLN	180.00 PLN	180.00 PLN	180.00 PLN	Other work performed by an accountant or HR specialist not listed in this price list or the subject of the agreement between the Office and the Client. The Office's fee is calculated as the product of the hours devoted to handling a given project and the rate from the price list.
		Other works not covered by the contract or activities not listed in the price list - carried out by the team leader's team	220.00 PLN	220.00 PLN	220.00 PLN	200.00 PLN	Other work performed by the team leader not listed in this price list or the subject of the agreement between the Agency and the Client. The Agency's fee is calculated as the product of the hours devoted to handling a given project and the rate from the price list.
		Other works not covered by the contract or activities not listed in the price list - carried out by the IT team	250.00 PLN	250.00 PLN	250.00 PLN	250.00 PLN	Other work performed by the IT team not listed in this price list or the subject of the agreement between the Office and the Client. The Office's fee is calculated as the product of the hours devoted to handling a given project and the rate from the price list.
		Other works not covered by the contract or activities not listed in the price list - carried out by the chief accountant	300.00 PLN	300.00 PLN	300.00 PLN	300.00 PLN	Other work performed by the chief accountant not listed in this price list or the subject of the agreement between the Office and the Client. The Office's fee is calculated as the product of the hours devoted to handling a given project and the rate from the price list.
		Other works not covered by the contract or activities not listed in the price list - carried out by a tax advisor	350.00 PLN	350.00 PLN	350.00 PLN	350.00 PLN	Other work performed by a tax advisor not listed in this price list or the subject of the agreement between the Office and the Client. The Office's fee is calculated as the product of the hours devoted to handling a given project and the rate from the price list.

Price list from November 10, 2025.							
Service name		BASE up to 5 Postings	SILVER up to 20 Postings	GOLD up to 80 Postings	PLATINUM up to 150 Postings	Detailed description of the Price List items	
TOTAL PRICE WITH ENTREPRENEUR'S ZUS:		299.00 PLN	374.00 PLN	649.00 PLN	849.00 PLN		
LP	Service name:	259.00 PLN	334.00 PLN	609.00 PLN	809.00 PLN		
109	Other works covered at	Other works not covered by the contract or activities not listed in the price list - carried out by the financial director	400.00 PLN	400.00 PLN	400.00 PLN	400.00 PLN	The price includes all types of services related to optimization and/or implementation of a new chart of accounts in the accounting system. Assistance in preparing the necessary business metrics (KPIs), personalizing accounting templates to fit the new chart of accounts, and other tasks unrelated to the core accounting service performed by the CFO. The Office's fee is calculated as the number of hours spent on a given project multiplied by the price list rate.
110		Other works	individual pricing	individual pricing	individual pricing	individual pricing	
111	Debt collection services:	For each electronic payment request (for each overdue invoice)	30.00 PLN	30.00 PLN	30.00 PLN	30.00 PLN	The price includes preparing a single electronic request for payment of the Agency's due amounts, sent to the Client via email. The request can be sent no earlier than 7 days after the invoice due date.
112		Resumption of blocked services after settling outstanding liabilities - services may be blocked under the terms described in paragraph VIII of the Regulations	100.00 PLN	100.00 PLN	100.00 PLN	100.00 PLN	A one-time fee for activities aimed at resuming the provision of services by the Office to the Client, which have been suspended due to non-payment of the Office's due amounts.
113		Fee related to the act of signing a new contract after its earlier termination due to the Client's fault	300.00 PLN	300.00 PLN	300.00 PLN	300.00 PLN	One-time fee for activities aimed at concluding a new service contract as a result of termination of the previous contract by the Office due to the Client's fault