

Price list from November 25, 2023.							
Service name		BASE up to 5 documents	SILVER for 20 documents	GOLD for 80 documents	PLATINUM up to 150 documents	Detailed description of the Price List items	
LP	Service price:	234,00 zł	294,00 zł	524,00 zł	684,00 zł		
1	Accounting - additional services regarding cash and banking operations:	Maintaining registers in the accounting system (fee for each active cash and bank report)	PLN15,00	PLN15,00	PLN15,00	PLN15,00	Maintaining the Client's cash and bank registers by the Office in the IT system. The price applies to each active monthly report. An active report should be understood as a cash or bank report containing at least one KP/KW transaction.
2		Posting and settlement of a bank statement in the extended MT940 format for 1 operation	PLN1,50	PLN1,50	PLN1,50	PLN1,50	The Office performs accounting and settlement activities of a single item of a bank report/cash report expressed in PLN based on a bank account statement or cash report received in electronic form (extended file MT940). Activities related to the accounting and settlement of cash and bank operations expressed in foreign currencies due to the need to settle exchange rate differences will be counted twice (i.e. 1 cash/bank operation in a currency other than PLN x 2 x price for the operation in accordance with the accepted package).
3		Posting and settling a paper bank statement 1 operation	PLN3,00	PLN3,00	PLN3,00	PLN3,00	The Office performs accounting and settlement activities of a single item of a bank report/cash report expressed in PLN based on a statement from the Client's bank account or a cash report, received in traditional (paper) form or in electronic form in a PDF or XLS or XML file. Activities related to the accounting and settlement of cash and bank operations expressed in foreign currencies due to the need to settle exchange rate differences will be counted twice (i.e. 1 cash/bank operation in a currency other than PLN x 2 x price for the operation in accordance with the accepted package).
4		Payment control - online access to the estimate of payments of receivables and liabilities in real time, calculated for each cash and bank entry, regardless of the form of the statements provided.	PLN2,00	PLN2,00	PLN2,00	PLN2,00	Maintaining and sharing the Payment Estimate from the Customer Panel, enabling the Customer to constantly monitor receivables and liabilities in real time. The cost from the price list is unitary, which means that it concerns a single cash and bank operation.
5		Import/change of transfer basket to bank - single import/single change order in import	PLN30,00	PLN30,00	PLN30,00	PLN30,00	The price applies to each single import/change order in a previously imported transfer basket. This price should include the product of the price for one transfer and the number of transfers within the generated payment basket. Monthly transfer processing costs are determined as the sum of the products: number of transfers and transfer prices quantity of imports and prices for imports the number of change orders in the imported transfer baskets and the price per change order.
6		Import of a basket of transfers to the bank - one transfer included in the price of the service is "payment control"	PLN4,00	PLN4,00	PLN4,00	PLN4,00	The price applies to each single transfer. The price for a single import should be added to this price within one transfer basket. Monthly transfer processing costs are determined as the sum of the products: number of transfers and transfer prices quantity of imports and prices for imports the number of change orders in the imported transfer baskets and the price per change order. Additionally: Maintaining and sharing the Payment Estimate from the Customer Panel, enabling the Customer to constantly monitor receivables and liabilities in real time. The cost from the price list is unitary, which means that it concerns a single cash and bank operation.
7	Exceeding the posting limit (price for 1 document)	PLN6,90	PLN5,90	PLN4,90	PLN3,90	An additional, single posting activity performed by the Office after exceeding the number of postings in a given month, above the maximum limit specified in the given BASE/SILVER/GOLD/PLATINUM package selected by the Customer. In the case of accounting in two systems (generic and functional), there may be many postings for one document, and the price of this item will be a multiple of the postings on one document. In the case of non-standard postings performed "manually", 1 posting will be equal to 1 decree on the posted document. Standard accounting of the payroll without additional remuneration components for the staff managed by the Office in the Comarch ERP Optima system takes place in one posting. In the case of additional remuneration components, in addition to the standard posting resulting from a single payroll, one additional posting should be added for each additional remuneration component on the payroll (e.g. 5 people per 1 LP have 2 additional remuneration components, then the payroll posting will be counted as 11 postings (1 payroll + 2 ingredients * 5 people). In the case of payrolls not maintained by the Office or run outside the Comarch ERP Optima system, in addition to the methodology specified above, the number of entries should be added as many people are on a given payroll.	
8	Posting currency or intra-EU documents (additional fee for 1 document)	PLN6,90	PLN5,90	PLN4,90	PLN3,90	Posting an invoice in a currency other than Poland or from a country other than Poland for which an internal invoice must be issued. The price includes an additional fee for 1 posting and includes the calculation of exchange rate differences required by law.	
9	UBER + BOLT sales support	PLN60,00	PLN60,00	PLN60,00	PLN60,00	Making a monthly settlement consisting of recording and tax settlement of the income of one driver using the UBER + BOLT mobile application	
10	A pack of 50 additional documents	x	x	PLN219,00	PLN179,00	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 SILVER/GOLD/PLATINUM package selected by the Customer	
11	A pack of 200 additional documents	x	x	x	PLN679,00	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 PLATINUM package selected by the Customer	
12	Settlement of a cash register or non-fiscal sales report (for 1 cash register/for 1 report)	PLN40,00	PLN40,00	PLN40,00	PLN40,00	Additional fee related to the accounting and reconciliation of each cash register or each non-fiscal sales report. The fee is the product of: number of cash registers and net prices from the table / number of non-fiscal sales reports and net prices from the table. The number of cash registers charged with the fee does not include virtual cash registers with UBER, Bolt and Fre Now	
13	Fleet maintenance in the books (for 1 vehicle)	PLN20,00	PLN20,00	PLN20,00	PLN20,00	Accounting and appropriate tax settlements of company vehicles. The price is for one vehicle. In the case of a larger number of vehicles, the price of the service should be calculated as the product of the price and the number of vehicles.	

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14	Accounting - additional services:	Handling fixed assets and intangible assets - for each depreciation of a fixed asset or intangible asset	234,00 zł	294,00 zł	524,00 zł	684,00 zł	Maintaining a register of fixed assets, including receipt of the fixed asset, depreciation, sale and liquidation. The service is priced on a subscription basis and is not broken down into individual types of activities. The service is priced monthly based on a single depreciation write-off for a single fixed asset or intangible asset subject to depreciation.
15		Periodic posting	PLN2,50	PLN2,50	PLN2,50	PLN2,50	Maintaining periodic postings, including accepting a given document for which it is necessary to generate monthly periodic postings. The service is calculated monthly and applies to single periodic accounting. In the case of a larger number of periodic postings, the value of the order should be calculated as the product of the unit price and the number of periodic postings in a given month.
16		Handling of fixed assets and intangible assets - fee in the event of adopting simplified one-off depreciation of a fixed asset or intangible asset	PLN25,00	PLN25,00	PLN25,00	PLN25,00	Maintaining a register of fixed assets, including one-time acceptance of a fixed asset, one-off depreciation, sale and liquidation. The service is priced once for each fixed asset accepted for one-time depreciation and is not broken down into individual types of activities.
17		VAT margin (for 1 VAT margin calculation)	PLN30,00	PLN30,00	PLN30,00	PLN30,00	A fee related to the calculation of VAT margin on each set of costs and corresponding revenues relating to a single calculation of VAT margin. E.G. if entity "X" implements 4 projects in a month in which it has e.g. 70 cost invoices for each project, then as part of the VAT settlement there is a margin - apart from the standard fees related to the accounting of the above-mentioned, invoices - 4 additional fees related to VAT settlement must be added - margin. Assuming that the fee for settling a single VAT margin in the price list is PLN 30 net, the additional fee related to VAT settlement - the margin for these 4 projects will be 4 * 30 = PLN 120 net
18		Scanning of client documents by the office to the client panel - price per document	PLN2,00	PLN2,00	PLN2,00	PLN2,00	Performing scanning of the Client's Document received in traditional form by the Office. The price applies to one Document with no more than 4 pages per document.
19		Additional fee for delivery after the deadline, i.e. on the 10th of the month	PLN40,00	PLN60,00	PLN80,00	PLN100,00	Performing the Accounting of Customer Documents activity in an accelerated manner, i.e. after the 10th day of a given month for the previous month. A one-time fee related to the client's failure to meet the deadline, regardless of the number of documents.
20		Posting documents urgently (after 3 p.m.) (within the organizational capabilities of the office)	PLN80,00	PLN120,00	PLN150,00	PLN200,00	Performing the Accounting of Customer Documents urgently, i.e. after the 15th day of a given month for the previous month. A one-time fee related to the client's failure to meet the deadline, regardless of the number of documents. The above fee does not guarantee compliance with statutory and contractual deadlines for submitting appropriate tax declarations and providing the Client with information on tax receivables and liabilities for a given period. In the event of too large a scale of accounting or too many external orders, the Office has the right to refuse to execute the order urgently. In such a situation, it will send zero declarations, which will later be corrected at the customer's expense.
21		Correction of VAT returns for reasons beyond the control of the office	PLN120,00	PLN120,00	PLN120,00	PLN120,00	Correcting the tax return for reasons beyond the control of the Office. The price applies to a single VAT-7/JPK VAT/UE VAT declaration.
22		Preparation of declarations/correction of EU VAT declarations, VAT 9M, VAT 8 (per declaration)	PLN50,00	PLN50,00	PLN50,00	PLN50,00	Preparation to submit a monthly declaration or correction of a monthly EU VAT declaration or VAT 8 or VAT 9M. The price is for one declaration/one correction of the declaration.
23		VAT refund - one-time fee for each declaration	PLN50,00	PLN50,00	PLN100,00	PLN100,00	Preparation to submit a monthly declaration in order to receive a VAT refund. The price applies to a single VAT refund.
24		Relief for bad debts (new declaration or correction of declaration)	PLN100,00	PLN150,00	PLN200,00	PLN250,00	Preparing and sending to the tax office 1 declaration of relief for bad debts or correction of the declaration of relief for bad debts in CIT or VAT. The service is performed at the express request of the Client or if the Office's responsibility for preparing relief for bad debts is additionally specified in the subject of the contract.
25		Preparation of documents for tax audits	PLN80,00	PLN120,00	PLN150,00	PLN200,00	A one-off service consisting in the preparation by the Office of the necessary documents for the Client's tax audit, the purpose of which is to check whether the Client complies with the obligations arising from the provisions of tax law.
26		Handling tax audits (1 hour)	PLN180,00	PLN180,00	PLN180,00	PLN180,00	Substantive support for the client during inspections conducted by tax authorities. The price applies to each commenced hour of customer support by the Office.
27		Adjustment of advance income tax (PIT)	PLN80,00	PLN80,00	PLN80,00	PLN80,00	Recalculation of the tax return for reasons beyond the control of the Office. The price applies to a single PIT declaration. The fee is also related to the reopening of tax books for reasons beyond the Office's control.
28		Application for transferring tax settlements between tax office accounts	PLN60,00	PLN60,00	PLN60,00	PLN60,00	The price concerns the preparation of one application for the transfer of tax settlements between the accounts of Tax Offices or the preparation of an application for a refund of funds from a VAT account.
29		Suspension and suspension of business activities	PLN50,00	PLN50,00	PLN50,00	PLN50,00	A one-time fee related to the activity of making changes for each suspension and unwinding of business activities.
30		Preparation and publication of an electronic database of accounting entries with Comarch ERP Optima	PLN999,00	PLN999,00	PLN999,00	PLN999,00	Carrying out activities aimed at preparing and publishing an electronic database of accounting entries kept in the Comarch ERP Optima program. The price does not apply to companies conducting accounting based on full commercial books.
31		National delegation	PLN20,00	PLN20,00	PLN20,00	PLN20,00	Settlement and accounting of national delegations, including: - reimbursement of costs incurred in connection with the business trip based on the submitted list of business trip costs - calculation of the allowance based on the provided working time document of the employee on business trip
32		Foreign delegation	PLN40,00	PLN40,00	PLN40,00	PLN40,00	Settlement and accounting of foreign delegations, including: - reimbursement of costs incurred in connection with the business trip based on the submitted list of business trip costs - calculation of the allowance based on the provided working time document of the employee on business trip
33		OSS support	PLN290,00	PLN290,00	PLN290,00	PLN290,00	For each month of keeping records

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34	Accounting - e-commerce	E-commerce sales support up to 200 revenue transactions for one sales platform	PLN250,00	PLN250,00	PLN250,00	PLN250,00	<p>Sales accounting for up to 200 e-commerce transactions for one sales platform. In the case of a larger number of sales platforms, the price should be calculated as the product of the price from the price list for a given package and the number of sales platforms. The promotional price applies to situations when all e-commerce sales can be loaded into our system in an automated manner based on the received JPK_v7 or JPK_VAT file, or when transactions are made to B2C customers and information about the sale is transferred in one Excel file in a standardized manner, thanks to which we can create a pivot table and efficiently calculate the value of tax liabilities.</p> <p>The costs of accounting services for many stores can be reduced to the cost of servicing one sales platform when using tools that integrate the invoicing process, such as: Baselinker, Easy Bill etc.</p> <p>The price does not include manual transcription of invoices. Price for an e-commerce transaction exceeding the selected package: PLN 1.30 net/pcs.</p>
35		E-commerce sales support up to 1,000 revenue transactions for one sales platform	PLN450,00	PLN450,00	PLN450,00	PLN450,00	<p>Sales accounting for up to 1,000 e-commerce transactions for one sales platform. In the case of a larger number of sales platforms, the price should be calculated as the product of the price from the price list for a given package and the number of sales platforms. The promotional price applies to situations when all e-commerce sales can be loaded into our system in an automated manner based on the received JPK_v7 or JPK_VAT file, or when transactions are made to B2C customers and information about the sale is transferred in one Excel file in a standardized manner, thanks to which we can create a pivot table and efficiently calculate the value of tax liabilities.</p> <p>The costs of accounting services for many stores can be reduced to the cost of servicing one sales platform when using tools that integrate the invoicing process, such as: Baselinker, Easy Bill etc.</p> <p>The price does not include manual transcription of invoices. Price for an e-commerce transaction exceeding the selected package: PLN 0.80 net/pcs.</p>
36		E-commerce sales support up to 5,000 revenue transactions for one sales platform	PLN1 100,00	PLN1 100,00	PLN1 100,00	PLN1 100,00	<p>Sales accounting for up to 5,000 e-commerce transactions for one sales platform. In the case of a larger number of sales platforms, the price should be calculated as the product of the price from the price list for a given package and the number of sales platforms. The promotional price applies to situations when all e-commerce sales can be loaded into our system in an automated manner based on the received JPK_v7 or JPK_VAT file, or when transactions are made to B2C customers and information about the sale is transferred in one Excel file in a standardized manner, thanks to which we can create a pivot table and efficiently calculate the value of tax liabilities.</p> <p>The costs of accounting services for many stores can be reduced to the cost of servicing one sales platform when using tools that integrate the invoicing process, such as: Baselinker, Easy Bill etc.</p> <p>The price does not include manual transcription of invoices. Price for an e-commerce transaction exceeding the selected package: PLN 0.40 net/pcs.</p>
37		E-commerce sales support up to 20,000 revenue transactions for one sales platform	PLN2 200,00	PLN2 200,00	PLN2 200,00	PLN2 200,00	<p>Sales accounting for up to 20,000 e-commerce transactions for one sales platform. In the case of a larger number of sales platforms, the price should be calculated as the product of the price from the price list for a given package and the number of sales platforms. The promotional price applies to situations when all e-commerce sales can be loaded into our system in an automated manner based on the received JPK_v7 or JPK_VAT file, or when transactions are made to B2C customers and information about the sale is transferred in one Excel file in a standardized manner, thanks to which we can create a pivot table and efficiently calculate the value of tax liabilities.</p> <p>The costs of accounting services for many stores can be reduced to the cost of servicing one sales platform when using tools that integrate the invoicing process, such as: Baselinker, Easy Bill etc.</p> <p>The price does not include manual transcription of invoices. Price for an e-commerce transaction exceeding the selected package: PLN 0.20 net/pcs.</p>
38	Accounting - reports and one-off services	Determining the moment of switching to VAT and changes in VAT deductions in sales and purchase registers	PLN600,00	PLN600,00	PLN600,00	PLN600,00	The fee will be charged once in connection with exceeding the personal exemption limit, towards determining the date of entry into VAT. The fee applies to clients who, in the month of switching to VAT, have their accounting with us, which has been kept by TaxCoach at least from the beginning of the accounting period. If the above conditions are not met, the fee will be charged individually based on the documents provided. As part of this fee, the Office undertakes to determine the moment of switching to VAT and make appropriate changes in the sales and purchase registers in the scope of VAT deductions.
39		Application/Update - VAT and EU VAT - form	PLN170,00	PLN170,00	PLN170,00	PLN170,00	Preparation of the VAT-R form for the tax office in order to register a taxpayer for VAT or update data. One-time fee.
40		Application - VAT - additional documents and comprehensive support with registration	PLN220,00	PLN220,00	PLN220,00	PLN220,00	Completion and assistance in preparing other documents necessary for VAT registration. The service includes support: <ul style="list-style-type: none"> - collecting all necessary documents for VAT registration; - preparing a statement on planned activities; - in preparing a statement about bank accounts or their absence; - in communication with the tax office for the purposes of VAT registration; - substantive and advice related to VAT registration.
41		Tax Identification Number 8 application	PLN100,00	PLN100,00	PLN100,00	PLN100,00	Preparing and sending NIP 8 to update the taxpayer's data at the tax office
42		OSS VAT declaration - formkonsul	PLN290,00	PLN290,00	PLN290,00	PLN290,00	Preparation of the VIU-R form necessary for registration to VAT OSS. One-time fee.
43		EORI notification	PLN250,00	PLN250,00	PLN250,00	PLN250,00	Preparing and sending an application for an EORI number.
44		Registration / deregistration of a car from VAT 26	PLN100,00	PLN100,00	PLN100,00	PLN100,00	Preparation of one VAT return 26 for registering or deregistering a motor vehicle.
45		Registration to CRBR (central register of beneficial owners)	PLN150,00	PLN150,00	PLN150,00	PLN150,00	Registration in the CRBR (central register of beneficial owners) of one entity
46	Reporting and updating data at CEIDG / Tax Office	PLN100,00	PLN100,00	PLN100,00	PLN100,00	Filing and updating data at CEIDG or the Tax Office. The price is for one entry.	

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47-53	Accounting - fees related to required reports	Preparation of an annual settlement (PIT)	PLN234,00	PLN294,00	PLN524,00	PLN684,00	Preparation of one annual PIT settlement for entrepreneurs settling their taxes independently without the participation of their spouse's income.	
		Settlement of income from other sources	PLN100,00	PLN100,00	PLN100,00	PLN100,00	Settlement of income from sources other than from running a business in the entrepreneur's annual PIT return.	
		Report to the Central Statistical Office	PLN199,00	PLN199,00	PLN199,00	PLN199,00	Preparation of a report to the Central Statistical Office. The price is for a single report. The price does not apply to SP-3, F-01 and PNT-01 reports, they are priced according to a different price list item.	
		Report to the Central Statistical Office - F-01	PLN199,00	PLN299,00	PLN399,00	PLN399,00	Preparation of the F-01 report to the Central Statistical Office. The price is for one entry.	
		Report to the Central Statistical Office - SP-3 or PNT-01	PLN399,00	PLN499,00	PLN699,00	PLN999,00	Preparation of the SP-3 or PNT-01 report to the Central Statistical Office. The price is for one entry.	
		Summary of loan documentation (receipts, amortization, etc.)	PLN120,00	PLN120,00	PLN120,00	PLN120,00	Preparation of a set of documents (profit and loss account, balance sheet, depreciation, income and expense ledger, as well as specific additional indicators required by a bank or other entity providing financing) for purposes related to the loan agreement. The price applies to one loan agreement.	
		Completion of the loan application by an accounting office - excluding the application for an investment loan	PLN200,00	PLN200,00	PLN200,00	PLN200,00	Support in completing one 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.	
		54-58	Consulting services - subscription services:	Accounting/HR/payroll analyzes and recommendations (for each commenced hour) - e-mail and telephone	PLN180,00	PLN180,00	w cenie abonamentu 30 minut/msc Wszystko powyżej -180 zł/1h	w cenie abonamentu 60 minut/msc Wszystko powyżej -180 zł/1h
Optimization consultations with an accountant or HR (for each started hour) - meeting	PLN180,00			PLN180,00	PLN180,00	w cenie abonamentu 60 minut/msc Wszystko powyżej - 180 zł/1h	A meeting in the office or via means of distance communication enabling real-time conversation, the aim of which is accounting and HR optimization of the client's business activity. The price applies to each commenced hour of the meeting with the Customer Advisor.	
Supervision of the chief accountant for clients for clients who have their own accounting	Do 4 h/msc - 300 zł/1h, Do 8h/msc - 250 zł/1h, Do 16h/msc - 230zł/1h, Do 32h/msc - 210zł/1h Powyżej 32h/msc - 200 zł/1h				Supervision of the chief accountant for clients who have their own internal accounting over selected organizational, accounting, accounting, tax and reporting aspects. Implementation of orderly document flow in companies, construction of a chart of accounts, shaping accounting policy and a number of other solutions supporting and optimizing the operation of accounting departments. The price does not include travel costs to the client. Within Poznań, transport PLN 75/net. In the case of an order covering the entire working day (i.e. 8 hours) - free delivery within Poznań! Travel costs outside Poznań - up to 40 km from the office - lump sum PLN 80 net. Over 40 km from the office - the cost is calculated as the product of PLN 1 and the number of km of the route covering both directions (i.e. TaxCoach headquarters - Client - TaxCoach headquarters). When traveling within a radius of more than 200 km, additional costs related to the employee's accommodation may be possible.			
Consultations with a tax advisor (for each started hour)	PLN350,00			PLN350,00	PLN350,00	PLN350,00	A meeting in the office or via means of distance communication enabling real-time conversation, the aim of which is tax optimization of the client's business activity. The price applies to each commenced hour of the meeting with a tax advisor.	
Consultations with the financial director (all types of optimizations)	PLN400,00			PLN400,00	PLN400,00	PLN400,00	A meeting in the office or via remote means of communication, enabling real-time conversation, the aim of which is the financial optimization of the client's business activity. As part of the consultancy, advice on optimizing the cost structure, optimization in terms of improving credit or leasing capacity, determining the company's profitability point, optimizing the prices of products and services, using Microsoft Excel to work with financial data and other numerical data, support in selecting the optimal balance sheet structure, support in choosing financing and other financial advisory services. The price applies to each commenced working hour of the financial director.	
59-63	s - subscription services:			Owner's Social Insurance Institution	PLN40,00	PLN40,00	PLN40,00	PLN40,00
		Adjustment of owner's payroll and/or DRA as well as other adjustments (price per person)	PLN40,00	PLN40,00	PLN40,00	PLN40,00	Correcting the payroll or other correction resulting from the Client's fault or other reason beyond the control of the Office. The price applies to a single correction for one person. The price also applies to any owner DRA adjustments.	
		Payroll services for employment contracts (calculation of wages + dr)	PLN45,00	PLN45,00	PLN45,00	PLN45,00	Preparing data for the payment of basic salaries, calculating ZUS contributions, calculating income tax on remuneration for all employment contracts reported to the Office. The subscription fee is calculated for one employee in one month. Payroll services do not include maintaining personal files and registering and deregistering an employee with ZUS.	
		Payroll services for civil law contracts	PLN35,00	PLN35,00	PLN35,00	PLN35,00	Preparing data for the payment of basic salaries, calculating ZUS contributions, calculating income tax on remuneration for all civil law contracts reported to the Office. The subscription fee is calculated for one contractor or contractor in one month. Payroll services do not include maintaining personal files and registering and deregistering the employee with ZUS.	
		HR services for contracts, including: traditional employee files (occupational health and safety, medical examinations, set of documents, working time records, leaves)	PLN20,00	PLN20,00	PLN20,00	PLN20,00	Conducting ongoing HR services for employment contracts and civil law contracts, including keeping employees' personal files in traditional (paper) form. The price is for one employee per month. The price includes checking the correctness and completeness of HR documentation, checking leaves, medical examinations, working time records and occupational health and safety training.	

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64-69	Human resources service:	HR services for employment contracts, including employee E-FILES (occupational health and safety, medical examinations, set of documents, working time records, leaves)	234,00 zł	294,00 zł	524,00 zł	684,00 zł	Conducting ongoing HR services for employment contracts and civil law contracts, including maintaining employees' personal files in electronic form (e-files). The price is for one employee per month. The price includes checking the correctness and completeness of HR documentation, checking leaves, medical examinations, working time records and occupational health and safety training.
		HR management of additional remuneration components calculated per person	PLN35,00	PLN35,00	PLN35,00	PLN35,00	Performing a one-time activity related to calculating additional components of an employee's remuneration, apart from the basic remuneration. The price includes one ingredient for one employee per month.
		PPK service - per person	PLN5,00	PLN5,00	PLN5,00	PLN5,00	Support for the PPK program, 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
		#REF!	PLN10,00	PLN10,00	PLN10,00	PLN10,00	Generating a PPK file with information on the amount of contributions from the internal systems of the Accounting Office in XML form, which the client can read into his PPK portal. The fee is independent of the number of people employed in the company and is treated as a monthly lump sum.
		Import of the PPK file into the My PPK application	PLN10,00	PLN10,00	PLN10,00	PLN10,00	Importing the PPK file in an XML format with information on the amount of contributions generated by the Accounting Office. The fee is independent of the number of people employed in the company and is treated as a monthly lump sum.
		PFRON declaration - 1 person	PLN30,00	PLN30,00	PLN30,00	PLN30,00	Preparation for and submission of a monthly declaration to the State Fund for the Rehabilitation of Disabled Persons. The price applies to monthly service for one person.
		PLN50,00	PLN50,00	PLN50,00	PLN50,00	PLN50,00	
70-71	premium subscription:	HR and payroll services for premium employment contracts - traditional folders or e-folders	PLN80,00	PLN80,00	PLN80,00	PLN80,00	Preparing data for the payment of basic salaries, calculating ZUS contributions, calculating income tax on remuneration for all employment contracts reported to the Office. The subscription fee is calculated for one employee in one month. HR services include maintaining personal files in a traditional form and registering and deregistering an employee with ZUS, settling additional remuneration components and comprehensive support in the field of PPK. ATTENTION THE PREMIUM SERVICE DOES NOT INCLUDE PFRON AND FEES RELATED TO ANNUAL SETTLEMENTS
		HR and payroll services for premium civil law contracts - traditional folders or e-folders	PLN70,00	PLN70,00	PLN70,00	PLN70,00	Preparing data for the payment of basic salaries, calculating ZUS contributions, calculating income tax on remuneration for all civil law contracts reported to the Office. The subscription fee is calculated for one employee in one month. HR services include maintaining personal files in a traditional form and registering and deregistering an employee with ZUS, settling additional remuneration components and comprehensive support in the field of PPK. ATTENTION THE PREMIUM SERVICE DOES NOT INCLUDE PFRON AND FEES RELATED TO ANNUAL SETTLEMENTS
72-89	Human resources - additional services:	Annual PIT 11 settlement for employment contracts and civil law contracts	PLN30,00	PLN30,00	PLN30,00	PLN30,00	Preparation of one PIT11 declaration for an employment contract or civil law contract.
		Annual IFT-1 settlement - when employing non-residents and foreigners	PLN60,00	PLN60,00	PLN60,00	PLN60,00	Annual fee for preparing the IFT-1 form charged when employing foreigners, added if employee file service is not purchased
		Annual IWA declaration (obligatory for 10 employees)	PLN70,00	PLN70,00	PLN70,00	PLN70,00	Preparation of an annual IWA declaration to ZUS for companies reporting at least 10 people to ZUS for accident insurance.
		Annual Pit 4R declaration	PLN70,00	PLN70,00	PLN70,00	PLN70,00	Preparation of the annual PIT 4R declaration for the Tax Office - annual fee for the entire company
		Annual declaration Pit 8AR	PLN70,00	PLN70,00	PLN70,00	PLN70,00	Preparation of the annual PIT 8AR declaration for the Tax Office - annual fee for the entire company
		Annual DEK-R / INF-2 declaration for companies employing at least 25 people in full-time equivalents	PLN120,00	PLN120,00	PLN120,00	PLN120,00	Preparation of an annual declaration to the State Fund for the Rehabilitation of Disabled Persons. DEK-R - annual declaration for companies with at least 25 full-time positions paying PFRON due to not employing at least 6% of disabled people or 2% of disabled people in educational 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 employing at least 6% of disabled people or 2% of disabled people in educational and other institutions referred to in the PFRON Act. The price applies to the annual fee related to the company's settlement in PFRON.
		Reporting a new person to PFRON - 1 person	PLN100,00	PLN100,00	PLN100,00	PLN100,00	Preparation for application and registration to the State Fund for Rehabilitation of Disabled Persons in order to receive funding. The price applies to a one-time fee related to registration for PFRON for one person.
		Monthly PFRON declaration for companies employing at least 25 people	PLN120,00	PLN120,00	PLN120,00	PLN120,00	Sending declarations to PFRON (if the employer employs more than 25 people, he must send declarations to PFRON every month and pay the PFRON contribution for not employing at least 6% of disabled people)
		Company registration to SODIR	PLN200,00	PLN200,00	PLN200,00	PLN200,00	Company registration for SODIR - subsidies for wages for disabled people - one-time fee
		Proof of earnings if you have data in the system	PLN100,00	PLN100,00	PLN100,00	PLN100,00	The fee is charged for preparing earnings certificates for one person and its amount remains unchanged if the Office has the relevant data in the IT system. The fee is independent of the number of certificates in a given month for a given person.
		Preparation and publication of an electronic version of the payer database	PLN150,00	PLN150,00	PLN150,00	PLN150,00	Carrying out activities aimed at preparing and issuing the electronic database of the payer program for the client.
		Preparation of a mandate contract or employment contract on a basic form if the client has not ordered HR Service	PLN20,00	PLN20,00	PLN20,00	PLN20,00	Preparation by the Office of one mandate contract or one employment contract based on the standard template of the Office, if the Client has not ordered personal files to be kept via the service including HR Services in a traditional or electronic form for a given person.
		Reporting and updating data in ZUS (1 document)	PLN20,00	PLN20,00	PLN20,00	PLN20,00	Preparation of one registration or update document for ZUS.
Preparation of an employment certificate	PLN40,00	PLN40,00	PLN40,00	PLN40,00	Preparation of an employment certificate if the client does not have an employee file service purchased		
Drafting a letter to the bailiff	PLN80,00	PLN80,00	PLN80,00	PLN80,00	Drafting a letter to the bailiff - the fee is calculated for one letter. The price does not include shipping costs.		
Mobility package	PLN70,00	PLN70,00	PLN70,00	PLN70,00	Mobility package / delegated employee - the price applies to calculations for 1 employee.		
Preparation of forms Z-3, Z-3a, Z-3b	PLN25,00	PLN25,00	PLN25,00	PLN25,00	Preparation of forms Z-3, Z-3a, Z-3b. A fee for preparing one form for one person is charged if the employee files service is not purchased		
Correction of payroll calculation and other adjustments (for each person)	PLN40,00	PLN40,00	PLN40,00	PLN40,00	Correcting the payroll or other correction resulting from the Client's fault or other reason beyond the control of the Office. The price applies to a single correction for one person.		

Price list from November 25, 2023.							
Service name		BASE up to 5 documents	SILVER for 20 documents	GOLD for 80 documents	PLATINUM up to 150 documents	Detailed description of the Price List items	
LP	Service price:	234,00 zł	294,00 zł	524,00 zł	684,00 zł		
90	Preparation of ZPA, ZFA	PLN40,00	PLN40,00	PLN40,00	PLN40,00	Completing one ZPA form - reporting/changing the data of the contribution payer - a legal person or an organizational unit without legal personality - to ZUS or one ZFA form - reporting/changing the data of the contribution payer - a natural person.	
91	Administrative activities	Reconciliation of balances and settlements between the Client and the Office	PLN300,00	PLN300,00	PLN300,00	PLN300,00	The Office performs a one-time reconciliation of balances in order to determine unpaid settlements and indicate (after transfer descriptions) documents that have not been paid.
92		Storage of documents older than the current and previous accounting period (annual fee for 1 binder)	PLN30,00	PLN30,00	PLN30,00	PLN30,00	Storing archival Client Documents that relate to periods other than the current and previous accounting periods. The annual price applies to 1 binder of Documents.
93		Storage of documents older than the current and previous accounting period (annual fee for 1 small box)	PLN50,00	PLN50,00	PLN50,00	PLN50,00	Storing archival Client Documents that relate to periods other than the current and previous accounting periods. The annual price is for 1 small box of Documents. The box holds about 2 binders. Approximate dimensions: Width (back): 100 mm Height: 323 mm Depth: 262 mm
94		Storage of documents older than the current and previous accounting period (annual fee for 1 large box)	PLN90,00	PLN90,00	PLN90,00	PLN90,00	Storing archival Client Documents that relate to periods other than the current and previous accounting periods. The annual price applies to 1 large box of Documents. The box holds about 4 binders. Approximate dimensions: Width (back): 200 mm Height: 323 mm Depth: 262 mm
95		A visit by an office employee to a client's bank in order to grant access or for any other purpose at the client's request	PLN150,00	PLN150,00	PLN150,00	PLN150,00	One visit by an Office employee to the Client's premises or to the bank, in order to grant access or for any other purpose at the Client's request. Regardless of the time of the visit.
96		For each preparation of a delivery and acceptance protocol when the client collects documents from the office	PLN40,00	PLN40,00	PLN40,00	PLN40,00	The price applies to the preparation of a single, written delivery and acceptance protocol when the Client receives the Documents from the Office, in addition to the final protocol after the parties have completed their cooperation.
97		Each change to the package exceeds the number of changes provided for in the Regulations	PLN100,00	PLN100,00	PLN100,00	PLN100,00	Fee for each change of the package above the annual limit of changes resulting from the Regulations
98	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 an accountant/HR person	PLN180,00	PLN180,00	PLN180,00	PLN180,00	Other work performed by an accountant or HR not listed in this price list or the subject of the contract between Blir and the Client. The office's remuneration is calculated as the product of the hours devoted to handling a given project and the rate from the price list.
99		Other works not covered by the contract or activities not listed in the price list - carried out by the team leader's team	PLN220,00	PLN220,00	PLN220,00	PLN200,00	Other works performed by the leader's team not listed in this price list or the subject of the contract between the Office and the Client. The office's remuneration is calculated as the product of the hours devoted to handling a given project and the rate from the price list.
100		Other works not covered by the contract or activities not listed in the price list - carried out by the IT team	PLN250,00	PLN250,00	PLN250,00	PLN250,00	Other works performed by the IT team not listed in this price list or the subject of the contract between the Office and the Client. The office's remuneration is calculated as the product of the hours devoted to handling a given project and the rate from the price list.
101		Other works not covered by the contract or activities not listed in the price list - carried out by the chief accountant	PLN300,00	PLN300,00	PLN300,00	PLN300,00	Other works performed by the chief accountant not listed in this price list or the subject of the contract between the Office and the Client. The office's remuneration is calculated as the product of the hours devoted to handling a given project and the rate from the price list.
102		Other works not covered by the contract or activities not listed in the price list - carried out by a tax advisor	PLN350,00	PLN350,00	PLN350,00	PLN350,00	Other work performed by a tax advisor not listed in this price list or the subject of the contract between the Office and the Client. The office's remuneration is calculated as the product of the hours devoted to handling a given project and the rate from the price list.
103		Other works not covered by the contract or activities not listed in the price list - carried out by the financial director	PLN400,00	PLN400,00	PLN400,00	PLN400,00	The price includes all types of optimization services and/or implementation of a new chart of accounts in the accounting system. Assistance in preparing the necessary business indicators (KPIs), personalization of accounting schemes adapted to the new chart of accounts, and other work not related to the basic accounting service performed by the financial director. The office's remuneration is calculated as the product of the hours devoted to handling a given project and the rate from the price list.
104		Other works	wycena indywidualna	wycena indywidualna	wycena indywidualna	wycena indywidualna	Other activities requested by the Client will always be based on individual arrangements and negotiations.
105	Debt collection services:	For each electronic request for payment (for each expired invoice)	PLN30,00	PLN30,00	PLN30,00	PLN30,00	The price concerns the preparation of one electronic request for payment of due amounts due to the Office, addressed to the Client in the form of an e-mail. The request may be sent no earlier than 7 days after the expiry of the invoice payment deadline.
106		Resumption of blocked services after settling outstanding obligations - services may be blocked under the terms described in paragraph VIII of the Regulations	PLN100,00	PLN100,00	PLN100,00	PLN100,00	A one-time fee for activities aimed at resuming the provision of services by the Office to the Client, which were suspended due to non-payment of due amounts due to the Office.
107		A fee related to the act of signing a new contract after its earlier termination due to the fault of the Customer	PLN300,00	PLN300,00	PLN300,00	PLN300,00	One-off fee for activities aimed at concluding a new contract for the provision of services as a result of termination of the previous contract by the Agency due to the fault of the Client

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