

The price list effective from May 12, 2021

Name of the service		BASE - up to 5 documents	SILVER- up to 50 documents	GOLD - up to 110 documents	PLATINUM - up to 200 documents	Detailed description of the Price List items	
LP	Name of service:	PLN 399,00	PLN 599,00	PLN 1099,00	PLN 1649,00		
1	n services:	Keeping records in the accounting system (for each active cash and bank record)	PLN 10,00	PLN 10,00	PLN 10,00	PLN 10,00	Keeping the Client's cash and bank records by the Office in the ICT system. The price applies to each active register in a given month.
2		Accounting and settlement of a paper bank statement for 1 operation	PLN 3,00	PLN 3,00	PLN 3,00	PLN 3,00	Performing one accounting activity by the Office based on the Customer's bank account statement received in a traditional (paper) form or in an electronic form (PDF, XLS or XML file).
3		Accounting and settlement of a bank statement in the MT940 extended format for 1 operation	PLN 1,50	PLN 1,50	PLN 1,50	PLN 1,50	Performing the activities of accounting and settlement of one bank statement by the Office based on the Customer's bank statement received in an electronic form (extended MT940 file).
4		Converting CSV file statements to MT940 format	PLN 20,00	PLN 20,00	PLN 20,00	PLN 20,00	Fee for the conversion of each statement from "CSV" to "MT940". It applies to mBank, PEKAO and other banks that do not provide MT940 files
5		Cash register settlement (for 1 cash register)	PLN 40,00	PLN 40,00	PLN 40,00	PLN 40,00	Additional fee related to the bookkeeping and reconciliation of each cash register. The fee is the product of the number of cash registers owned and the net price from the table. Virtual cash registers from UBER, Bolt and Free Now are not taken into account for the number of cash registers charged with fee.
6		Service of a limited liability company in a limited partnership (BASE2dok, SILVER5dok, GOLD / PLATINUM10dok)	PLN 150,00	PLN 150,00	PLN 150,00	PLN 150,00	In the case of keeping the accounting books of a limited liability company and a limited partnership by the Office. The limited partnership has the subscription package with the number of documents from the subscription while a supplemental payment specified in this line should be added for the limited liability company. The additional fee includes, depending on the selected package, bookkeeping of the extra documents in the limited liability company (BASE - 2dok, SILVER - 5dok, GOLD / PLATINUM - 10dok)
7		UBER + BOLT sales service	PLN 60,00	PLN 60,00	PLN 60,00	PLN 60,00	Making a monthly settlement consisting in bookkeeping and tax settlement of the income of one driver using the UBER + BOLT mobile application
8		Support for e-commerce sales up to 200 revenue transactions	PLN 200,00	PLN 200,00	PLN 200,00	PLN 200,00	Sales accounting for up to 200 e-commerce transactions. The special price applies to a situation where 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 make a pivot table and efficiently calculate the value of tax liabilities. The price does not include manual rewriting of the invoices.
9		Support for e-commerce sales up to 1,000 revenue transactions	PLN 600,00	PLN 600,00	PLN 600,00	PLN 600,00	Sales accounting for up to 1,000 e-commerce transactions. The special price applies to a situation where 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 make a pivot table and efficiently calculate the value of tax liabilities. The price does not include manual rewriting of the invoices.
10		Support for e-commerce sales up to 5,000 revenue transactions	PLN 1500,00	PLN 1500,00	PLN 1500,00	PLN 1500,00	Sales accounting for up to 5,000 e-commerce transactions. The special price applies to a situation where 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 make a pivot table and efficiently calculate the value of tax liabilities. The price does not include manual rewriting of the invoices.
11		Support for e-commerce sales up to 20,000 revenue transactions	PLN 3000,00	PLN 3000,00	PLN 3000,00	PLN 3000,00	Sales accounting for up to 20,000 e-commerce transactions. The special price applies to a situation where 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 make a pivot table and efficiently calculate the value of tax liabilities. The price does not include manual rewriting of the invoices.
12		A package of 50 additional accounting documents		PLN 449,00	PLN 299,00	PLN 225,00	Increasing the maximum monthly number of accounting notes by the Office in a given month by an additional 50 accounting activities in relation to the limit in the BASE / SILVER / GOLD / PLATINUM package selected by the Customer
13		A package of 200 additional documents				800,00 zł	Increasing the maximum monthly number of accounting notes by the Office in a given month by an additional 200 accounting activities in relation to the limit in the BASE / SILVER / GOLD / PLATINUM package selected by the Customer
14		A package of 500 additional documents				1 750,00 zł	Increasing the maximum monthly number of accounting notes by the Office in a given month by an additional 500 accounting activities in relation to the limit in the BASE / SILVER / GOLD / PLATINUM package selected by the Customer

Accounting - subscription

15	Supervision of the chief accountant for the clients who have their own accounts	Up to 4 hours / month - PLN 220 / 1h, / month - PLN 200 / 1h, PLN 180 / 1h, / 1h				Up to 8h Up to 16h / month Up to 32h / month - PLN 160 Over 32h / month - PLN 150 / 1h	Supervision of the chief accountant for clients who have their own internal accounting over selected organizational, accounting, tax and reporting aspects. Implementation of an orderly workflow of documents in companies, building 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 customer. Travel costs in Poznań - PLN 75 / net. In the case of an order covering the entire working day (i.e. 8h) - free travel within Poznań! Travel costs outside Poznań - up to 40 km from the office - a lump sum of PLN 80 net. More than 40 km from the office - the cost is calculated as the product of PLN 1 and the number of km of the route including the road in two directions (i.e. TaxCoach Office - Client - TaxCoach Office). Additional costs related to the employee's overnight stay might be included for trips within a radius of more than 200 km.
16	Settlement of leasing / depreciation of passenger cars worth over PLN 150 000	PLN 30,00	PLN 30,00	PLN 30,00	PLN 30,00		Monthly additional charge related to the distribution of costs according to the proportions. The fee is charged for vehicles with a value above the statutory limit of PLN 150,000 for each individual vehicle
17	Downloading monthly statements directly from the client's bank by the office - counted for each bank account	PLN 20,00	PLN 20,00	PLN 20,00	PLN 20,00		Downloading a one-month history of operations from one of the client's bank account by the Office. The price is for one bank account.
18	Downloading daily statements directly from the client's bank by the office - counted for each statement	PLN 5,00	PLN 5,00	PLN 5,00	PLN 5,00		Downloading the history of operations from the client's bank account made on one day. The price is for a single statement.
19	Payment control - online access to the real-time payment plan for receivables and liabilities, calculated for each cash and bank entry regardless of the form of the statements provided.	PLN 2,00	PLN 2,00	PLN 2,00	PLN 2,00		Maintaining and sharing the estimate of payments from the Customer Panel enabling the client to constantly view receivables and liabilities in real time. The cost from the price list is unitary meaning that it applies to a single cash and bank operation.
20	Scanning the client's documents to the Customer Panel - price per one document	PLN 2,00	PLN 2,00	PLN 2,00	PLN 2,00		Scanning the client's document received in the traditional form by the Office. The price is for one document with no more than 4 pages per document.
21	First optimization consultations - included in the subscription price	included in the price	included in the price	included in the price	included in the price		Providing information and recommendations to the client after establishing cooperation with the Office and the initial analysis of the client's tax and accounting situation.
22	Program for issuing invoices	included in the price	included in the price	included in the price	included in the price		Providing access data to the IT program aimed at issuing VAT invoices by the customer in relation to the client's business activity.
23	Customer Panel with an built-in communicator	included in the price	included in the price	included in the price	included in the price		Providing access data to the IT tool available at https://panel.taxcoach.pl/ enabling the customer to send an electronic version of the documents to the Office, verifying current tax and social security receivables and liabilities, verification of the current state of settlements with the Office, viewing the electronic book of revenues, issuing VAT invoices, receiving VAT invoices from the Office, conducting debt collection processes, monitoring personnel matters, monitoring the performance of the subject of the Agreement and communication with the Office.
24	Direct contact to a dedicated accounting and HR specialist	included in the price	included in the price	included in the price	included in the price		Enabling the client to directly contact one of our specialists by means of distance communication.
25	4 variants of liability insurance to protect your interests	included in the price	included in the price	included in the price	included in the price		Liability insurance concluded by the Office related to the provision of accounting services to the clients.
26	Sending electronic documents via an encrypted Customer Panel	included in the price	included in the price	included in the price	included in the price		The service of enabling the sending and receiving of documents using the ICT tool Customer Panel in order to process them by the Office at the client's individual request without the simultaneous presence of the parties. The data is transmitted via the network.
27	Access to the documents in electronic version from the Customer Panel (if the client provides scans of documents via our platform)	included in the price	included in the price	included in the price	included in the price		Electronic service that allows access to recorded documents provided by the customer via the ICT tool-Customer Panel.
28	Sending original documents via INPOST parcel lockers	included in the price	included in the price	included in the price	included in the price		Sending the original documents to the Office provided by the customer via an electronic deposit box (device) enabling an authorized person to self-service sending and / or receiving parcels, handled by InPost Sp. z o. o
29	Employment contract - checking the correctness and completeness of documents	included in the price	included in the price	included in the price	included in the price		Controlling the documents provided by the customer related to the contracts on the basis of which the client entered into an employment relationship with other individuals. This item applies only to contracts for which the customer has chosen HR services for employment contracts or civil law contracts.
30	Liquidity protection: factoring, loans, credits, leasing and others	included in the price	included in the price	included in the price	included in the price		Support in the selection of a contractor dealing with the granting of leasing, credits, loans or factoring services aimed at protecting the client's financial liquidity.
31	Preparation of a preliminary tax forecast to be paid on the 15th day of the following month	PLN 20,00	included in the price	included in the price	included in the price		A monthly service consisting in the preparation of a preliminary estimate and a statement of public law receivables and liabilities due for payment by the customer or due to be returned to the customer in the next calendar month and sending it to the customer for approval before sending the declaration to the Tax Office. The service is available only if a complete set of documents is delivered to the Office by the 5th day of the month.
32	Law advices	PLN 200,00	included in the price	included in the price	included in the price		Providing individual legal consultation at the client's request in order to protect the client's interests. Higher subscriptions include consultations in the price - one legal consultation per month lasting no longer than 60 minutes (remotely or at the office).
33	Monitoring of missing costs (after delivering the documents - assuming that the client has the Complete Book of Trading or purchased the payment control service)	PLN 25,00	PLN 25,00	included in the price	included in the price		In the event of keeping the Complete Book of Trading or the customer using the payment control service, the Office supervises the client's banking operations on the basis of received bank statements and documents. In the event of discrepancies, the Office informs the client about the missing documents, costs and income, with the aim of protecting the taxpayer's interests. The price includes a monthly service.

Accounting - additional services:

34	Preparation of the documents for tax audits	PLN 80,00	PLN 80,00	included in the price	included in the price	One-time service consisting in the preparation 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 the tax law.
35	Servicing of tax audits (1 hour)	PLN 120,00	PLN 120,00	included in the price	included in the price	Substantive customer support during an audit carried out by Tax Authorities. The price applies to each commenced hour of customer support by the Office.
36	Sending documents via post or courier	PLN 20,00	PLN 20,00	included in the price	included in the price	Ordered by the bureau of the courier service or the postal operator's transport service, including one-time collection of documents from the client and its delivery to the Office - regardless of the number of documents sent.
37	Exceeding the limit of accounting documents (for 1 document)	PLN 11,90	PLN 8,90	PLN 6,90	PLN 4,90	Single, additional accounting activity performed by the Office after exceeding the number of postings in a given month, above the maximum limit specified in a given BASE / SILVER / GOLD / PLATINUM package selected by the client.
38	Posting of currency and intra-EU invoices (surcharge for 1 document)	PLN 11,90	PLN 8,90	PLN 6,90	PLN 4,90	Posting of an invoice in a currency other than Polish or from a country other than Poland for which an internal invoice must be issued. The price includes an additional fee for 1 document and includes the calculation of exchange differences required by law.
39	Preparation of the annual tax return (CIT + financial statements)	PLN 599,00	PLN 799,00	PLN 1099,00	PLN 1649,00	Preparation of one annual CIT settlement and financial statements in accordance with the Accounting Act for entrepreneurs
40	Handling of fixed, intangible and legal assets - for each depreciation of a fixed or an intangible and legal asset	PLN 2,50	PLN 2,50	PLN 2,50	PLN 2,50	Keeping a register of fixed assets including acceptance of a 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 valued monthly from a single depreciation write-off for a single fixed asset or intangible asset subject to depreciation.
41	Handling of fixed, intangible and legal assets - a fee in the case of accepting a simplified one-time depreciation of a fixed asset or an intangible and legal asset	PLN 25,00	PLN 25,00	PLN 25,00	PLN 25,00	Keeping a register of fixed assets including one-time acceptance of a fixed asset, one-time depreciation, sale and liquidation. The service is valued once for each fixed asset accepted for one-off depreciation and is not broken down into individual types of activities.
42	Providing a duplicate document per item	PLN 2,00	PLN 2,00	PLN 2,00	PLN 2,00	Providing the same document for posting twice. The fee applies to a situation in which the accounting office finds a double-handed document and does not book it.
43	Additional fee for late delivery, i.e. on the 10th day of the month	PLN 40,00	PLN 40,00	PLN 40,00	PLN 40,00	Posting the client's documents in an accelerated mode, i.e. after the 10th day of a given month for the previous month. One-off fee related to failure to meet the deadline by the customer (regardless of the number of documents).
44	Posting of documents as a matter of urgency (after the 15th day of the month) (within the Office's organizational possibilities)	PLN 80,00	PLN 80,00	PLN 80,00	PLN 80,00	Performing the activities of posting the client's documents as a matter of urgency, i.e. after the 15th day of a given month for the previous month. One-off fee related to failure to meet the deadline by the customer, regardless of the number of documents. The above fee does not guarantee compliance with the statutory and contractual deadlines for submitting relevant tax reports and providing the customer with information about tax liabilities of a given period. In the case of too large scale necessary for posting or too many external orders, the Office has the right to refuse to execute the order as a matter of urgency. In such a case, the Office will send zero declarations which will be corrected later at the customer's expense.
45	Preparation of EU VAT declarations, VAT 9M, VAT 8 (per declaration)	PLN 50,00	PLN 50,00	PLN 50,00	PLN 50,00	Preparation for submitting a monthly EU VAT or VAT 8. The price applies to one declaration.
46	VAT refund - one-time fee for each declaration	PLN 50,00	PLN 50,00	PLN 100,00	PLN 100,00	Preparation for submitting a monthly declaration in order to receive a VAT refund and conducting a possible inspection related to the correctness of the VAT refund. The price is for a single VAT refund.
47	VAT margin (for 1 VAT margin charge)	PLN 30,00	PLN 30,00	PLN 30,00	PLN 30,00	The fee related to the VAT margin from each set of costs and the corresponding revenues related to a single VAT margin. E.g. if entity "X" carries out 4 projects in a month in which it has, for example, 70 cost invoices for each of the projects then as part of VAT margin settlement - in addition to the standard fees related to the posting of the above-mentioned invoices. You also need to add 4 additional fees related to the settlement of VAT margin. Assuming that the fee for the settlement of a single VAT margin in the price list is at the level of PLN 30 net, the additional fee related to VAT margin settlement for these 4 projects will be $4 * 30 = \text{PLN } 120$ net
48	Correction of tax declarations for reasons beyond the Office's control and reopening of tax books	PLN 80,00	PLN 80,00	PLN 80,00	PLN 80,00	Correction of the tax declaration for reasons beyond the control of the Office. The price applies to a single declaration. Reopening of tax books for reasons beyond the control of the Office.
49	Application for reposting of tax settlements between US accounts	PLN 40,00	PLN 40,00	PLN 40,00	PLN 40,00	The price applies to the preparation of one application for the reposting of tax settlements between the accounts of the Tax Offices or the preparation of an application for the return of funds from the VAT account.
50	Monthly settlement of passenger cars for 100% VAT - reported to VAT-26	PLN 50,00	PLN 50,00	PLN 50,00	PLN 50,00	Regular subscription fee charged for each reported vehicle to VAT-26
51	Car registration / deregistration with VAT-26	PLN 50,00	PLN 50,00	PLN 50,00	PLN 50,00	Preparation of one VAT-26 declaration for the purpose of registering or deregistering a motor vehicle.
52	VAT-R application	PLN 170,00	PLN 170,00	PLN 170,00	PLN 170,00	Preparation of application documents to the Tax Office in order to register a taxpayer for VAT. One-time
53	NIP-8 application	PLN 80,00	PLN 80,00	PLN 80,00	PLN 80,00	Preparation and delivery of NIP-8 to update taxpayer's data in the Tax Office

54	ACC	Acceptance of a car lease or fixed assets over PLN 150 000	PLN 200,00	PLN 200,00	PLN 200,00	PLN 200,00	One-time fee resulting from the necessity to recalculate the proportions and system configuration. The fee is charged to both new customers who are just starting cooperation with TaxCoach and have a passenger vehicle above PLN 150 000 as well as for regular customers who have recently purchased a vehicle above PLN 150 000 net.
55		Supplementing the loan application by the accounting office - with the exception of the investment loan application	PLN 200,00	PLN 200,00	PLN 200,00	PLN 200,00	Support in supplementing one loan application on the basis of accounting data from the accounting systems of the Office or access to the customer's accounting systems with the exception of applications for investment loans.
56		Preparation and publication of an electronic database of accounting entries from Comarch ERP Optima	PLN 150,00	PLN 150,00	PLN 150,00	PLN 150,00	Performing activities aimed at preparing and issuing an electronic database of accounting entries kept in the Comarch ERP Optima program.
57		Collecting documentation for the loan (balance sheet, profit and loss account, depreciation, structure of liabilities and receivables, etc.)	PLN 100,00	PLN 100,00	PLN 100,00	PLN 100,00	Preparation of a complete set of documents (profit and loss account, balance sheet, depreciation, revenue and expense ledger, structure of receivables liabilities as well as specific additional indicators required by the bank or other entity providing financing) for purposes related to the loan agreement. The price is for one credit agreement.
58		National delegation	PLN 15,00	PLN 15,00	PLN 15,00	PLN 15,00	Accounting and settlement of national delegation trips including: - reimbursement of costs incurred in connection with the delegation based on the provided statement of business travel expenses, - calculation of the allowance based on the provided working time document of the employee on the business trip
59		Foreign delegation	PLN 25,00	PLN 25,00	PLN 25,00	PLN 25,00	Accounting and settlement of foreign business trips including: - reimbursement of costs incurred in connection with the delegation based on the provided statement of business travel costs, - calculation of the allowance based on the provided working time document of the employee on the business trip
60	Advisory services - subscription services:	Accounting / HR / payroll analyzes and recommendations (for each commenced hour) - e-mail and telephone	PLN 160,00	30 minutes / month included in the subscription price Everything above that time - PLN 160 /	60 minutes / month included in the subscription price Everything above that time - PLN 150 /	90 minutes / month included in the subscription price Everything above that time - PLN 140 /	Providing consultations related to accounting, taxes or HR matters including telephone calls or e-mail correspondence, for each commenced hour of consultation.
61		Optimization consultations with an accountant or HR specialist (for each commenced hour) - a meeting	PLN 160,00	PLN 160,00	PLN 150,00	60 minutes / month included in the subscription price Everything above that time - PLN 140 /	Meeting at the office or using means of distance communication enabling real-time conversation. The purpose of the meeting is to optimize the accounting and human resources of the client's business. The price applies to each commenced hour of the meeting.
62		Consultation with a tax advisor (for each commenced hour)	PLN 250,00	PLN 250,00	PLN 220,00	PLN 220,00	A meeting at the office or by means of distance communication enabling real-time conversation. The meeting is aimed at tax optimization of the client's business activity. The price applies to each commenced hour of meeting with a tax advisor.
63		Consultation with the financial director (all kinds of optimizations)	PLN 250,00	PLN 250,00	PLN 220,00	PLN 220,00	Meeting at the office or by means of distance communication enabling real-time conversation. The meeting is aimed at financial optimization of the client's business activity. As part of consultancy: advice on optimizing the cost structure, optimizing in terms of improving creditworthiness or leasing, determining the profitability of the enterprise, optimizing the prices of products and services, using Microsoft Excel to work with financial data and other numerical data, support in choosing the optimal structure of the balance
64	ources - subscription services:	Payroll service for an employment contract (payroll calculation + dra)	PLN 40,00	PLN 40,00	PLN 40,00	PLN 40,00	Preparing data for the payment of base salaries, calculation of ZUS contributions, calculation of income tax on remuneration for all employment contracts submitted to the Office. The subscription fee is calculated for one employee within one month. Payroll service does not include keeping personal files as well as registering and deregistering an employee from ZUS.
65		Payroll service of a civil law contract	PLN 30,00	PLN 30,00	PLN 30,00	PLN 30,00	Preparing data for the payment of base salaries, calculation of ZUS contributions, calculation of income tax on remuneration for all civil law contracts reported to the Office. The subscription fee is calculated for one contractor or performer of the work within one month. Payroll service does not include keeping personal files and registering and deregistering an employee at ZUS.
66		HR services in terms of contracts, including: traditional employee files (health and safety, medical examinations, a set of documents, timesheets, holidays)	PLN 20,00	PLN 20,00	PLN 20,00	PLN 20,00	Conducting ongoing HR services for employment contracts and civil law contracts including keeping personal files of employees in a traditional (paper) form. The price is for one employee per month. The price includes the control of the correctness and completeness of the personnel documentation, the control of leaves, medical examinations, records of working time and health and safety training.
67		HR services in terms of employment contracts, including employee E- FILES (health and safety, medical examinations, a set of documents, timesheets, holidays)	PLN 35,00	PLN 35,00	PLN 35,00	PLN 35,00	Conducting ongoing HR services for employment contracts and civil law contracts including keeping personal files of employees in electronic form (e-files). The price is for one employee per month. The price includes the control of the correctness and completeness of the personnel documentation, the control of leaves, medical examinations, records of working time and health and safety training.
68		HR service of additional remuneration components per person	PLN 5,00	PLN 5,00	PLN 5,00	PLN 5,00	Performing a one-off activity related to the calculation of additional components of the employee's remuneration in addition to the basic salary. The price includes one component for one employee per month.

69	Human resources	PPK service - per person	PLN 10,00	PLN 10,00	PLN 10,00	PLN 10,00	Operating the PPK program which includes: comprehensive support in the field of 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.
70		PPK file export - 1 export	PLN 10,00	PLN 10,00	PLN 10,00	PLN 10,00	Generating a PPK file with information about the amount of contributions from the internal systems of the Accounting Office in the form of XML. The clients can download it to their PPK portal. The fee is independent of the number of people employed in the company and is treated as a monthly lump sum.
71		Import of a PPK file to the "Moje PPK" app	PLN 30,00	PLN 30,00	PLN 30,00	PLN 30,00	Importing a PPK file in XML format with information about 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.
72		PFRON declaration - 1 person	PLN 50,00	PLN 50,00	PLN 50,00	PLN 50,00	Submission of a monthly declaration to the National Disabled Persons' Rehabilitation Fund. The price includes a monthly service of one person.
73	Human resources - premium	HR and payroll services for premium employment contracts - traditional files or e-files	PLN 80,00	PLN 80,00	PLN 80,00	PLN 80,00	Preparation of data for the payment of base salaries, calculation of ZUS contributions, calculation of income tax on remuneration for all employment contracts submitted to the Office. Subscription fee is calculated for one employee within one month. HR services include keeping personal files in a traditional form and registering and deregistering an employee with the Social Insurance Institution, accounting for additional remuneration components and comprehensive support in the field of PPK. NOTE THAT THE PREMIUM SERVICE DOES NOT INCLUDE PFRON OR FEES RELATED TO THE ANNUAL SETTLEMENTS
74		HR and payroll services for premium civil law contracts - traditional files or e-files	PLN 70,00	PLN 70,00	PLN 70,00	PLN 70,00	Preparation of data for the payment of base salaries, calculation of ZUS contributions, calculation of income tax on remuneration for all civil law contracts reported to the Office. Subscription fee is calculated for one employee within one month. HR services include keeping personal files in a traditional form and registering and deregistering an employee with the Social Insurance Institution, accounting for additional remuneration components and comprehensive support in the field of PPK. NOTE THAT THE PREMIUM SERVICE DOES NOT INCLUDE PFRON OR FEES RELATED TO THE ANNUAL SETTLEMENTS
75	Human Resources - additional services:	Annual PIT-11 settlement for employment contracts and civil law contracts	PLN 30,00	PLN 30,00	PLN 30,00	PLN 30,00	Preparation of one PIT-11 declaration for an employment contract or a civil law contract.
76		Annual IFT-1 settlement - when employing non-residents and foreigners	PLN 60,00	PLN 60,00	PLN 60,00	PLN 60,00	The annual fee for the preparation of the IFT-1 form is charged in the case of employing foreigners and is added in the case of failure to purchase the service of employee files
77		Annual IWA declaration (obligation for 10 employees)	PLN 70,00	PLN 70,00	PLN 70,00	PLN 70,00	Preparation of an annual IWA declaration to ZUS for companies reporting at least 10 people for accident insurance to ZUS.
78		Annual PIT-4R declaration	PLN 70,00	PLN 70,00	PLN 70,00	PLN 70,00	Preparation of the annual PIT-4R declaration for the Tax Office - annual fee for the entire company
79		Annual PIT-8AR declaration	PLN 70,00	PLN 70,00	PLN 70,00	PLN 70,00	Preparation of an annual PIT-8AR declaration to the Tax Office - annual fee for the entire company
80		Annual DEK-R / INF-2 declaration for companies employing at least 25 people in full-time equivalent units.	PLN 70,00	PLN 70,00	PLN 70,00	PLN 70,00	Preparation of an annual declaration to the National Disabled Persons' Rehabilitation Fund. DEK-R - annual declaration for companies with at least 25 jobs paying PFRON due to the lack of employment of at least 6% of disabled people or 2% of disabled educational institutions and others referred to in the PFRON Act. INF-2 - annual declaration for companies with at least 25 jobs exempt from monthly PFRON contributions due to the employment of at least 6% of disabled people or 2% of the disabled in educational institutions and others referred to in the PFRON Act The price applies to the annual fee related to the company's settlement at PFRON.
81		Reporting a new person to PFRON - 1 person	PLN 100,00	PLN 100,00	PLN 100,00	PLN 100,00	Preparation for application and registration to the National Disabled Persons' Rehabilitation Fund in order to obtain funding. The price applies to a one-time fee related to the registration to PFRON of one person.
82		Monthly PFRON declaration for companies employing at least 25 people	PLN 120,00	PLN 120,00	PLN 120,00	PLN 120,00	Sending declarations to PFRON (if the employer employs more than 25 people, he must send declarations to PFRON every month and make a contribution to PFRON for not employing at least 6% of disabled people)
83		A certificate of income in the case of having data in the system	PLN 20,00	PLN 20,00	PLN 20,00	PLN 20,00	Preparation of a single certificate of income for one person if the Office has relevant data in the ICT system.
84		Preparation and publication of an electronic version of the payer database	PLN 150,00	PLN 150,00	PLN 150,00	PLN 150,00	Performing activities aimed at preparing and issuing the electronic database of the payer program for the client.
85		Preparation of a mandate contract or employment contract in a basic form if the client did not order HR Service	PLN 20,00	PLN 20,00	PLN 20,00	PLN 20,00	Preparation of one mandate contract or one employment contract based on the standard model of the Office, if the customer has not commissioned the keeping of personal files through a service including HR Service in a traditional or electronic form for a given person.
86		Reporting and updating data at ZUS (1 document)	PLN 20,00	PLN 20,00	PLN 20,00	PLN 20,00	Preparation of one registration or update document for ZUS.
87		Preparation of a work certificate	PLN 40,00	PLN 40,00	PLN 40,00	PLN 40,00	Preparation of an employment certificate if the client does not purchase the employee files service
88		Preparation of Z-3, Z-3a and Z-3b forms	PLN 25,00	PLN 25,00	PLN 25,00	PLN 25,00	The fee is charged for preparing one form for one person in the case of not having purchased the employee files service.
89		Payroll adjustment and other adjustments (for each person)	PLN 40,00	PLN 40,00	PLN 40,00	PLN 40,00	Correction of the payroll or other correction resulting from the client's fault or for any other reason beyond the control of the Office. The price applies to a unit correction for one person.

90	F	Preparation of ZPA, ZFA	PLN 40,00	PLN 40,00	PLN 40,00	PLN 40,00	Supplementing one ZPA form - reporting / changing the data of the contribution payer (a legal person or an organizational unit without legal personality) to the Social Insurance Institution or one ZFA form - reporting / changing the data of the contribution payer (a natural person).
91	Other additional services:	Registration for the CRBR (central register of beneficial owners)	PLN 150,00	PLN 150,00	PLN 150,00	PLN 150,00	Registration in the CRBR (central register of beneficial owners) of one entity
92		Report to the Central Statistical Office (GUS)	PLN 199,00	PLN 199,00	PLN 199,00	PLN 199,00	Preparing a report for the Central Statistical Office (GUS). The price applies to a single report.
93		Reporting and updating data at CEIDG and the Tax Office	PLN 80,00	PLN 80,00	PLN 80,00	PLN 80,00	Submitting a declaration and updating data at CEIDG or the Tax Office. The price is for one application.
94		Storage of the documents older than the current and previous accounting period (annual fee for 1 binder)	PLN 25,00	PLN 25,00	PLN 25,00	PLN 25,00	Storing of the customer's archived documents which relate to the periods other than the current and previous accounting period. The annual price is for 1 document binder.
95		Visit of an office worker at the customer's bank in order to grant access or for any other purpose at the customer's request	PLN 150,00	PLN 150,00	PLN 150,00	PLN 150,00	One visit by an employee of the Office to the customer's premises or a bank in order to grant access or for another purpose at the customer's request (regardless of the time of the visit).
96		For each preparation of the handover protocol when collecting documents from the Office by the client	PLN 40,00	PLN 40,00	PLN 40,00	PLN 40,00	The price applies to the preparation of a single, written handover protocol upon receipt the documents from the Office by the customer (except for the final protocol after the end of the cooperation of the parties).
97		Other works	individual pricing	individual pricing	individual pricing	individual pricing	Performing other activities, at the request of the client, will always be based on individual arrangements and negotiations.
98	Debt collection services:	For each electronic request for payment @ (every 14 days)	PLN 20,00	PLN 20,00	PLN 20,00	PLN 20,00	The price applies to the preparation of one electronic request for payment of the due amounts that is sent to the Customer in the form of an e-mail after 14 days from the expiry of the payment deadline.
99		Resumption of the blocked services after payment of obligations - services are blocked after 30 days of expiry of any of the invoices	PLN 60,00	PLN 60,00	PLN 60,00	PLN 60,00	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 the lack of payment of the due amounts for a period exceeding 30 days.
100		The fee related to the termination of the contract for non-payment exceeding 60 business days	PLN 200,00	PLN 200,00	PLN 200,00	PLN 200,00	One-time fee for activities aimed at concluding a new contract for the provision of services as a result of the termination of the previous contract by the Office due to the lack of payment of the due amounts for a period exceeding 60 days.