

**The price list effective from May 12, 2021**

Name of the service		BASE - up to 5 documents	SILVER - up to 20 documents	GOLD - up to 80 documents	PLATINUM - up to 150 documents	Detailed description of the Price List items	
LP	Accounting subscription:	PLN 179,00	PLN 219,00	PLN 374,00	PLN 524,00		
1	<b>Accounting - subscription services:</b>	ZUS of the owner	PLN 25,00	PLN 25,00	PLN 25,00	PLN 25,00	Ongoing handling of the owner's ZUS declaration and monthly informing the client about the amount of ZUS contributions
2		Cash register settlement (for 1 cash register)	PLN 40,00	PLN 40,00	PLN 40,00	PLN 40,00	Additional fee related to the booking 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 Fre Now are not taken into account for the number of fee-based cash registers
3		UBER + BOLT sales service	PLN 60,00	PLN 60,00	PLN 60,00	PLN 60,00	Making a monthly settlement consisting in booking and tax settlement of the income of one driver using the UBER + BOLT mobile application
4		Support for e-commerce sales up to 200 revenue transactions	PLN 100,00	PLN 100,00	PLN 100,00	PLN 100,00	Sales accounting for up to 200 e-commerce transactions. The promotional 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 invoices.
5		Support for e-commerce sales up to 1,000 revenue transactions	PLN 400,00	PLN 400,00	PLN 400,00	PLN 400,00	Sales booking up to 1,000 e-commerce transactions. The promotional 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 invoices.
6		Support for e-commerce sales up to 5,000 revenue transactions	PLN 1000,00	PLN 1000,00	PLN 1000,00	PLN 1000,00	Sales booking up to 5,000 e-commerce transactions. The promotional 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 invoices.
7		Support for e-commerce sales up to 20,000 revenue transactions	PLN 2000,00	PLN 2000,00	PLN 2000,00	PLN 2000,00	Sales booking up to 20,000 e-commerce transactions. The promotional 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 invoices.
8		A package of 50 additional accounting documents			PLN 109,00	PLN 99,00	Increasing the maximum monthly number of Bookings 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
9		Pack of additional 200 documents				PLN 340,00	Increasing the maximum monthly number of Bookings by the Office in a given month by an additional 200 Booking activities in relation to the limit in the BASE / SILVER / GOLD / PLATINUM package selected by the Customer
10		Pack of additional 500 documents				PLN 700,00	Increasing the maximum monthly number of Bookings 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
11		Supervision of the chief accountant for clients for clients who have their own accounts					Supervision of the chief accountant for clients who have their own internal accounting over selected organizational, accounting, tax and reporting aspects. Implementation in companies of an orderly workflow of documents, 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. In Poznań, access is 75 PLN / net. In the case of an order covering the entire working day (ie 8h) - free travel within Poznań! The cost of travel 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 (ie TaxCoach seat - Client - TaxCoach seat). For trips within a radius of more than 200 km, possible additional costs related to the employee's overnight stay.
12		Settlement of leasing / depreciation of passenger cars with a value of over PLN 150 thousand	PLN 30,00	PLN 30,00	PLN 30,00	PLN 30,00	Monthly additional charge related to the allocation of costs according to the proportion. The fee is charged for vehicles with a value above the statutory limit of PLN 150,000 for each individual vehicle
13		Scanning the client's document office to the client's panel - price per document	PLN 2,00	PLN 2,00	PLN 2,00	PLN 2,00	Performing the scanning of the Customer's Document received in the traditional form by the Office. The price is for one Document with no more than 4 pages per document.
14		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 the Client with information, recommendations and recommendations after establishing cooperation with the Office, after the initial analysis of the Client's tax and accounting situation.
15		Program for issuing invoices	included in the price	included in the price	included in the price	included in the price	Providing the Customer with access data to the IT program, aimed at issuing VAT invoices by the Customer, in connection with his business activity.

16	Client panel with built-in communicator	included in the price	Providing the Customer with access data to the IT tool available at <a href="https://panel.taxcoach.pl/">https://panel.taxcoach.pl/</a> 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 by the Office and communication with the Office.			
17	Direct contact to a dedicated accounting and HR specialist	included in the price	Enabling the Client to contact one of the specialists of the Office directly by means of distance communication.			
18	4 variants of third party liability insurance to protect your interests	included in the price	Liability insurance concluded by the Office, related to the provision of accounting services to clients.			
19	Sending electronic documents via an encrypted customer panel	included in the price	The service of enabling the sending and receiving of Documents using the ICT tool Client Panel, in order to process them by the Office at the Client's individual request, without the simultaneous presence of the parties, and the data is transmitted via the network.			
20	Access to electronic version documents from the customer panel (if the customer provides scans of documents via our platform)	included in the price	Electronic service that allows access to recorded Documents provided by the Customer via the Customer Panel ICT device.			
21	Sending original documents via INPOST parcel lockers	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			
22	Employment contract - control of the correctness and completeness of documents	included in the price	Performing control activities over the documents provided by the Customer related to the contracts, on the basis of which the Customer entered into an employment relationship with other persons. This item applies only to contracts for which the Customer has chosen HR services for employment contracts or civil law contracts.			
23	Liquidity protection: factoring, loans, credits, leasing and others	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.			
24	Prepare a preliminary tax forecast to be paid on the 15th of the following month - the condition is to deliver a complete set of documents to the 5th	PLN 20,00	PLN 20,00	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.
25	Law advices	PLN 220,00	PLN 200,00	included in the price	included in the price	Providing individual legal consultation at the client's request in order to protect the client's legally protected interests. Higher subscriptions, which include consultations included in the price, include one legal consultation per month lasting no longer than 60 clock minutes, organized remotely or at the office.
26	Monitoring of missing costs (after the delivery of documents - assuming that the client has full commercial books or the payment control service purchased)	PLN 25,00	PLN 25,00	included in the price	included in the price	In the event of keeping full commercial books or the Customer using the payment control service, the Office supervises the banking operations performed by the Customer on the basis of bank statements and documents delivered by the Customer. 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.
27	Preparation of 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 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 the tax law.
28	Support for 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.
29	Sending documents by post or courier	PLN 20,00	PLN 20,00	PLN 20,00	included in the price	Ordered by the Office of the courier service or the postal operator's transport service, including one-time collection of documents from the client and their delivery to the Office - regardless of the number of documents sent.
30	Exceeding the limit of accounting documents (for 1 document)	PLN 5,90	PLN 3,90	PLN 2,90	PLN 2,40	Additional, single 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.
31	Posting of currency and intra-EU invoices (surcharge for 1 document)	PLN 5,90	PLN 3,90	PLN 2,90	PLN 2,40	Performing the 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.
32	Preparation of the annual tax return (PIT)	PLN 179,00	PLN 219,00	PLN 374,00	PLN 524,00	Preparation of one, annual PIT settlement for entrepreneurs who pay themselves without the spouse's income.
33	Accounting for income from other sources	PLN 100,00	PLN 100,00	PLN 100,00	PLN 100,00	Accounting for income from sources other than business activity in the entrepreneur's annual PIT tax return.
34	Handling of fixed assets and intangible assets - for each depreciation of a fixed asset 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.
35	Maintenance of fixed assets and intangible 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.

# Accounting - additional services:

36	Provide a duplicate document per item	PLN 2,00	PLN 2,00	PLN 2,00	PLN 2,00	Sending the same document twice for posting. The fee applies to a situation in which the accounting office finds a double-handed document and does not book it.
37	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	Performing the activities of Posting the Customer'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.
38	Posting of documents as a matter of urgency (after the 15th) (within the organizational possibilities of the office)	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 a 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, it will send zero declarations, which it will later correct at the customer's expense.
39	Preparation of EU VAT declarations, 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 declaration 8. The price applies to one declaration.
40	VATU refund - one-time fee for each declaration	PLN 50,00	PLN 50,00	PLN 50,00	PLN 50,00	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.
41	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 calculation, the margin on each set of costs and the corresponding revenues related to a single VAT calculation, the 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 settlement, the margin - in addition to the standard fees related to the posting of the above-mentioned invoices - you 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 settlement, the margin for these 4 projects will be $4 * 30 = \text{PLN } 120$ net
42	Correction of tax declarations for reasons beyond the office's control and reopening of 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.
43	Application for re-booking of tax settlements between US accounts / request for a refund from a VAT account	PLN 40,00	PLN 40,00	PLN 40,00	PLN 40,00	The price applies to the preparation of one application for the re-booking 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.
44	Monthly settlement of passenger cars for 100% VAT - reported for VAT-26	PLN 50,00	PLN 50,00	PLN 50,00	PLN 50,00	Regular subscription fee charged for each reported vehicle up to VAT 26
45	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.
46	VAT-R application	PLN 170,00	PLN 170,00	PLN 170,00	PLN 170,00	Preparation of a set of documents with VAT-R in order to register the customer as an active VAT payer
47	NIP-9 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
48	Suspension and suspension of business activities	PLN 50,00	PLN 50,00	PLN 50,00	PLN 50,00	A one-time fee related to the act of making changes for each suspension and suspension of business activities.
49	Acceptance of a car lease or for fixed assets over PLN 150 thousand	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, who have a passenger vehicle above PLN 150 thousand, and for customers with whom the contract is already in progress, who have recently purchased a vehicle above PLN 150 thousand net.
50	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 made available to the Office, with the exception of applications for investment loans.
51	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.
52	Statement of documentation for the loan (kpir, depreciation, etc.)	PLN 80,00	PLN 80,00	PLN 80,00	PLN 80,00	Preparation of a complete set of documents (profit and loss account, balance sheet, depreciation, revenue and expense ledger, 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.
53	National delegation	PLN 15,00	PLN 15,00	PLN 15,00	PLN 15,00	Accounting and accounting of national business 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
54	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
55	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 Payment Estimate from the level of the Customer Panel, enabling the Customer to constantly view receivables and liabilities in real time. The cost from the price list is unitary, which means that it applies to a single cash and bank operation.

56		Keeping registers in the accounting system (for each active cash and bank register)	PLN 10,00	PLN 10,00	PLN 10,00	PLN 10,00	Keeping the Client's cash and bank registers by the Office in the ICT system. The price applies to each active register in a given month.
57		Posting and clearing of a paper bank statement 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 in a PDF, XLS or XML file.
58		Posting 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 clearing one item of the bank statement by the Agency based on the Customer's bank statement received in electronic form (extended MT940 file).
59		Converting CSV file statements to MT940	PLN 20,00	PLN 20,00	PLN 20,00	PLN 20,00	Fee for the conversion of each statement from "CSV" to "MT940". It concerns, among other things, mBank, PEKAO and other banks that do not provide MT940 files
60		Downloading monthly statements from the client's bank directly through the office - calculated 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 Client's bank account by the Agency. The price is for one bank account.
61		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 made on the Customer's bank account on one day. The price is for a single lift.
62	Advisory services - subscription services:	Analyzes and accounting / HR / payroll recommendations (for each started hour) - e-mail and telephone	160,00 zł	160,00 zł	30 minutes / month included in the subscription price Anything above PLN 150 / 1h	60 minutes / month included in the subscription price Everything above -140 PLN / 1h	Providing consultations related to accounting, taxes or HR matters of the Client, including telephone calls or e-mail correspondence, for each commenced hour of consultation.
63		Optimization consultations with an accountant or HR (for each started hour) - a meeting	160,00 zł	160,00 zł	150,00 zł	60 minutes / month included in the subscription price Everything above - PLN 140 / 1h	Meeting at the office or using means of distance communication, enabling real-time conversation, the purpose of which is to optimize the accounting and human resources of the client's business activity. The price applies to each commenced hour of the meeting.
64		Consultation with a tax advisor (for each commenced hour)	250,00 zł	250,00 zł	220,00 zł	220,00 zł	A meeting at the office or by means of distance communication, enabling real-time conversation, aimed at tax optimization of the Client's business activity. The price applies to each commenced hour of meeting with a tax advisor.
65		Consultation with the financial director (all kinds of optimizations)	250,00 zł	250,00 zł	220,00 zł	220,00 zł	meeting at the office or by means of distance communication, enabling real-time conversation, 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 sheet, support in choosing the method of financing and other financial advisory services. The price applies to each commenced hour of meeting with the financial director.
66		Payroll service for an employment contract (payroll calculation + dr)	40,00 zł	40,00 zł	40,00 zł	40,00 zł	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. 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.
67	Payroll service of a civil law contract	30,00 zł	30,00 zł	30,00 zł	30,00 zł	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. 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.	
68	Payroll services for contracts, including: <b>traditional briefcases</b> employee (health and safety, medical examinations, a set of documents, timesheets, holidays)	20,00 zł	20,00 zł	20,00 zł	20,00 zł	Conducting ongoing HR services, including keeping personal files of employees in 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.	
69	Payroll service of an employment contract, including <b>E-FILES</b> employee (health and safety, medical examinations, a set of documents, timesheets, holidays)	35,00 zł	35,00 zł	35,00 zł	35,00 zł	Conducting ongoing HR services, 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.	
70	Payroll service of additional remuneration components - per person	5,00 zł	5,00 zł	5,00 zł	5,00 zł	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.	
71	PPK service - per person	10,00 zł	10,00 zł	10,00 zł	10,00 zł	Service of the PPK program including: 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	
72	PPK file export - counted for 1 export	10,00 zł	10,00 zł	10,00 zł	10,00 zł	Generating a PPK file with information about the amount of contributions from the internal systems of the Accounting Office in the form of XML, which the client can download to his PPK portal. The fee is independent of the number of people employed in the company and is treated as a monthly lump sum.	

73	Hu	Import of a PPK file to the My PPK application	30,00 zł	30,00 zł	30,00 zł	30,00 zł	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.
74		PFRON declaration - 1 person	50,00 zł	50,00 zł	50,00 zł	50,00 zł	Preparation for the submission and submission of a monthly declaration to the National Disabled Persons' Rehabilitation Fund. The price is for a monthly service of one person.
75	Human resources - premium subscription	HR and payroll services for premium employment contracts - <b>traditional files or e-files</b>	80,00 zł	80,00 zł	80,00 zł	80,00 zł	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 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 THE PREMIUM SERVICE DOES NOT INCLUDE PFRON OR FEES RELATED TO THE
76		HR and payroll services for premium civil law contracts - <b>traditional files or e-files</b>	70,00 zł	70,00 zł	70,00 zł	70,00 zł	Preparation of data for the payment of base salaries, calculation of the ZUS contributions, calculation of income tax on remuneration for all civil law contracts reported to the Office. Subscription fee 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 THE PREMIUM SERVICE DOES NOT INCLUDE PFRON OR FEES RELATED TO ANNUAL
77	Human Resources - additional services:	Annual PIT 11 settlement for employment contracts and civil law contracts	30,00 zł	30,00 zł	30,00 zł	30,00 zł	Preparation of one PIT11 declaration for an employment contract or a civil law contract.
78		Annual IFT-1 settlement - when employing non-residents and foreigners	60,00 zł	60,00 zł	60,00 zł	60,00 zł	The annual fee for the preparation of the IFT-1 form is charged in the case of employing foreigners, added in the case of failure to purchase the service of employee files
79		Annual IWA declaration (obligation for 10 employees)	70,00 zł	70,00 zł	70,00 zł	70,00 zł	Preparation of an annual IWA declaration to ZUS for companies reporting to ZUS at least 10 people for accident insurance.
80		Annual PIT-4R declaration	70,00 zł	70,00 zł	70,00 zł	70,00 zł	Preparation of the annual PIT-4R declaration for the Tax Office - annual fee for the entire company
81		Annual PIT-8AR declaration	70,00 zł	70,00 zł	70,00 zł	70,00 zł	Preparation of an annual PIT-8AR declaration to the Tax Office - an annual fee for the entire company
82		Annual DEK-R / INF-2 declaration for companies employing at least 25 people converted into full-time jobs	70,00 zł	70,00 zł	70,00 zł	70,00 zł	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.
83		Reporting a new person to PFRON - 1 person	100,00 zł	100,00 zł	100,00 zł	100,00 zł	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.
84		Monthly PFRON declaration for companies employing at least 25 people	120,00 zł	120,00 zł	120,00 zł	120,00 zł	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
85		A certificate of earnings in the case of having data in the system	20,00 zł	20,00 zł	20,00 zł	20,00 zł	Preparation of a single certificate of earnings of one person, if the Office has relevant data in the ICT system.
86		Preparation and publication of an electronic version of the payer database	150,00 zł	150,00 zł	150,00 zł	150,00 zł	Performing activities aimed at preparing and issuing the electronic database of the payer program for the Client.
87		Preparation of a mandate contract or employment contract on a basic form if the client has not ordered HR Service	20,00 zł	20,00 zł	20,00 zł	20,00 zł	Preparation by the Office 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.
88		Reporting and updating data at ZUS (1 document)	20,00 zł	20,00 zł	20,00 zł	20,00 zł	Preparation of one registration or update document for ZUS.
89		Preparation of a work certificate	40,00 zł	40,00 zł	40,00 zł	40,00 zł	Preparation of an employment certificate if the client does not have the employee file service purchased
90		Preparation of Z-3, Z-3a, Z-3b forms	25,00 zł	25,00 zł	25,00 zł	25,00 zł	Preparation of forms Z-3, Z-3a, Z-3b. The fee for preparing one form for one person is charged in the case of not having purchased the employee file service
91		Payroll adjustment and other adjustments (for each person)	40,00 zł	40,00 zł	40,00 zł	40,00 zł	Correction of the payroll or other correction resulting from the Client's fault or for any other reason beyond the control of the Agency. The price applies to a unit correction for one person.
92		Preparation of ZPA, ZFA	40,00 zł	40,00 zł	40,00 zł	40,00 zł	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.
93	Additional services:	Registration in the CRBR (central register of beneficial owners)	150,00 zł	150,00 zł	150,00 zł	150,00 zł	Registration in the CRBR (central register of beneficial owners) of one entity
94		Report to the Central Statistical Office - one-off fee for each report	199,00 zł	199,00 zł	199,00 zł	199,00 zł	Preparation of a report for the Central Statistical Office. The price applies to a single report.
95		Reporting and updating data at CEIDG and the Tax Office	80,00 zł	80,00 zł	80,00 zł	80,00 zł	Submitting a declaration and updating data at CEIDG or the Tax Office. The price is for one application.
96		Storage of documents older than the current and previous accounting period (annual fee for 1 binder)	25,00 zł	25,00 zł	25,00 zł	25,00 zł	Storage of archived Customer Documents relating to periods other than the current and previous accounting period. The annual price is for 1 Document binder.

97	Other services	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	150,00 zł	150,00 zł	150,00 zł	150,00 zł	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 visit.
98		For each preparation of the handover protocol when collecting documents from the office by the client (except for the final protocol)	40,00 zł	40,00 zł	40,00 zł	40,00 zł	The price applies to the preparation of a single, written handover protocol upon receipt by the Customer of the Documents from the Office, except for the final protocol after the end of the cooperation of the parties.
99		Other accounting work	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.
100	Debt collection services:	For each electronic request for payment @ (every 14 days)	20,00 zł	20,00 zł	20,00 zł	20,00 zł	The price applies to the preparation of one electronic request for payment of the due amounts due to the Office, sent to the Customer in the form of an e-mail, sent after 14 days from the expiry of the payment deadline.
101		Resumption of blocked services after payment of obligations - services are blocked after 30 days of expiry of any of the invoices	60,00 zł	60,00 zł	60,00 zł	60,00 zł	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 due to the Office for a period exceeding 30 days.
102		The fee related to the act of signing a new contract after its earlier termination due to non-payment exceeding 60 business days	200,00 zł	200,00 zł	200,00 zł	200,00 zł	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 due to the Office for a period exceeding 60 days.