



## General Pricing of the Accounting Office

### PRICING OF ACCOUNTING AND HR SERVICES

Payroll from	15,00 zł	/person/period
up to	60,00 zł	/person/period
	depending on the number of people, according to agreement	

Preparation of sales invoices, from	5,90 zł	/document
up to	15,00 zł	/document
	depending on the number of documents, according to agreement	

Access to the Subiekt123 program for invoicing	9,90 zł	/month
	0,00 zł	/month for the contracted Clients

Posting bank statements	30,00 zł	/each statement and each 60-item batch started with MT940 file type
	30,00 zł	/each statement and each 30-item batch started with file type other than MT940

Posting sales and purchase invoices	3,00 zł	/document
	5,90 zł	/document
	depending on the number of documents, according to agreement	
	88,50 zł	/first 15 documents, minimal order quantity

Automatic posting of sales invoices	assessed individually, depending on the level of automation	
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Accounting of cash register reports	15,00 zł	each
	For contracted Clients calculated together with the sales documents	

Keeping the registry of private car usage and expenses related	50,00 zł	/month up to 10 items and expense documents
Additional usage entries	3,00 zł	
Additional expense entries	according to the purchase invoices	

Services included in the monthly fee		
Ful bookkeeping service	based on the individual contracts, up to the limits set in the contract	
Keeping the Tax Book of Revenues and Expenses based on the Regulation of the Minister of Finance of December 23, 2019		
Keeping income registry for the purpose of flat rate taxation		
Keeping sales tax registry		
Keeping input tax registry		
Report on VAT settlement		
Monthly report on income tax (CIT/PIT)		

<b>TAX-RELATED ACCOUNTING SERVICES</b>		
Preparation and filing of VAT-UE declaration	50,00 zł	/declaration
Preparation and filing of JPK_VAT7M or JPK_VAT7K declaration	70,00 zł	/declaration
Providing postal address for natural person at the address of the office	29,90 zł	/month
Preparation of PIT-37 declaration	110,00 zł	/declaration
Preparation of PIT-36 declaration	110,00 zł	/declaration
Preparation of PIT-36L declaration	110,00 zł	/declaration
Preparation of PIT-28 declaration	110,00 zł	/declaration
PIT/O, PIT/B attachments		in the price of the declaration
Preparation of CIT-8 declaration	200,00 zł	
Preparation of PIT-4R declaration	50,00 zł	/declaration
Preparation of PIT-11 declaration	15,00 zł	/declaration

VAT payer registration	250,00 zł	/declaration
- including the VAT-R form, description of the business activity in Polish language (up to 1 page), introductory letter to the competent tax office.		
- writing additional statements/declarations	50,00 zł	/page

Filling the VAT-R form	90,00 zł	/form
for registration or update purpose, without attachments		
Filling the NIP-7 form	60,00 zł	/form
Filling the NIP-8 form	60,00 zł	/form

### Standardized power of attorney documents

UPL-1, UPL-1P, OPL-1, OPL-1P	20,00 zł	/form
ZUS PEL, ZUS PEL-O	20,00 zł	/form
PPS-1	40,00 zł	/form
(without stamp duty)		

### HR and social security related services

Preparation of social security declaration for the entrepreneur (DRA)	20,00 zł	/declaration
Preparation of social security declaration for employees and for the entrepreneur (DRA, RCA, RZA)	20,00 zł	/declaration
with payroll service	- zł	/declaration
ZUS registration applications	10,00 zł	/application
Applications for ZUS declarations.		
with power of attorney of the Client	30,00 zł	/application
without power of attorney of the Client	50,00 zł	/application
ZUS Z-15A, Z-3, Z-3a, Z-3b		
with power of attorney of the Client	30,00 zł	/application
without power of attorney of the Client	50,00 zł	/application

### Other forms

EL/ZC1 - notification about temporary residence (zameldowanie)	50,00 zł	/application
WoNP - Application for PESEL	50,00 zł	/application
CEIDG-1 registration of sole proprietorship	165,00 zł	/application
CEIDG-1 changes in the registry		

with power of attorney of the Client	30,00 zł	/application
without power of attorney of the Client	50,00 zł	/application

<b>Consultancy</b>		
Business management consulting	120,00 zł	/each hour started
Business process management services	120,00 zł	/each hour started
Consultancy related to accountancy	120,00 zł	/each hour started
Language services related to administration	120,00 zł	/each hour started