

Wysoka, March 28<sup>th</sup>, 2022

## General Pricing of the Accounting Office

Prices valid for the services provided after May 1<sup>st</sup>, 2022<sup>1</sup>

### PRICING OF ACCOUNTING AND HR SERVICES

Payroll from	20,00 zł	/person/period
up to	70,00 zł	/person/period
	depending on the number of people, according to agreement	
Preparation of sales invoices, from	5,90 zł	/document
up to	18,00 zł	/document
	depending on the number of documents, according to agreement	
Access to the Subiekt123 program for invoicing <sup>2</sup>	9,90 zł	/month
	0,00 zł	/month for the contracted Clients
Posting bank statements	35,00 zł	/each statement and each 50-item batch started with MT940 file type
	40,00 zł	/each statement and each 30-item batch started with file type other than MT940
Posting sales and purchase invoices	from 4,00 zł	/document
	up to 6,90 zł	/document
	depending on the number of documents, according to agreement	
	103,50 zł	/first 15 documents, minimal order quantity

<sup>1</sup> Valid for the services provided and invoiced after May 1st, 2022, even when the source documents and/or transactions of the service are dated earlier. Prices are valid until a later version of this document is released.

<sup>2</sup> For one user, without fiscalization. Further users and fiscalisation are subject to individual orders.

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	4,00 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)	

TAX-RELATED ACCOUNTING SERVICES		
Preparation and filing of VAT-UE declaration	65,00 zł	/declaration
Preparation and filing of JPK_VAT7M or JPK_VAT7K declaration	90,00 zł	/declaration
Providing postal address for natural person at the address of the office	39,90 zł	/month
Preparation of PIT-37 declaration	130,00 zł	/declaration
Preparation of PIT-36 declaration	130,00 zł	/declaration
Preparation of PIT-36L declaration	130,00 zł	/declaration
Preparation of PIT-28 declaration	130,00 zł	/declaration
Preparation of PIT-38 declaration <sup>3</sup>	130,00 zł	/total 40 revenue or cost items

<sup>3</sup> The fee includes calculation up to 40 revenue or cost items, then the fee is added up by each 40 item calculation block started.

PIT/O, PIT/B attachments		in the price of the declaration
Preparation of CIT-8 declaration <sup>4</sup>	200,00 zł	/declaration ; for contracted Customers only
Preparation of PIT-4R declaration <sup>4</sup>	50,00 zł	/declaration
Preparation of PIT-11 declaration <sup>4</sup>	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	100,00 zł	/form
for registration or update purpose, without attachments		
Filling the NIP-7 form	70,00 zł	/form
Filling the NIP-8 form	70,00 zł	/form

### Standardized power of attorney documents

UPL-1, UPL-1P, OPL-1, OPL-1P	30,00 zł	/form
ZUS PEL, ZUS PEL-O	30,00 zł	/form
PPS-1	50,00 zł	/form
(without stamp duty)		

### HR and social security related services

Preparation of social security declaration for the entrepreneur (DRA)	25,00 zł	/declaration
Preparation of social security declaration for employees and for the entrepreneur (DRA, RCA, RZA)	25,00 zł	/declaration
with payroll service	0,- zł	/declaration
ZUS registration applications	15,00 zł	/application
Applications for ZUS declarations.		
with power of attorney of the Client	40,00 zł	/application
without power of attorney of the Client	65,00 zł	/application
ZUS Z-15A, Z-3, Z-3a, Z-3b		
with power of attorney of the Client	40,00 zł	/application
without power of attorney of the Client	65,00 zł	/application

<sup>4</sup> Only for Clients with monthly service contract

Other forms		
EL/ZC1 - notification about temporary residence (zameldowanie)	60,00 zł	/application
WoNP - Application for PESEL	60,00 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	60,00 zł	/application

Consultancy		
Business management consulting	140,00 zł	/each hour started
Business process management services	140,00 zł	/each hour started
Consultancy related to accountancy	140,00 zł	/each hour started
Language services related to administration	140,00 zł	/each hour started