

General Pricing of the Accounting Office

Prices valid for the services provided after January 1st, 2024

PRICING OF ACCOUNTING AND HR SERVICES

Services included in the monthly fee of the

Ful bookkeeping service

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

based on the individual contracts, up to the limits set in the contract

Keeping sales tax registry

Keeping input tax registry

Report on VAT settlement

Monthly report on income tax (CIT/PIT)

Preparation of financial statement (full chart accounting)

Net average amount of monthly invoices issued by the Office in the period of the financial statement.

1 500,00 zł each

5,00 zł /accounting document

Preparation of sales invoices:
Regarding the implementation of The National System of e-Invoices, this service is not provided by the office

Access to the Subiekt123 program for invoicing

From 2024 support of the Subiekt 123 platform is suspended.

Posting bank statements and cash reports

60,00 zł

/each statement and each 60-item batch started

Posting sales and purchase invoices

4,99 zł

/document

9,67 zł

/document

depending on the number of documents, according to agreement

	145,05 zł	/first 15 documents, minimal ordered quantity
Keeping the registry of private car usage and expenses related	60,00 zł	/month up to 10 items and expense documents
Additional usage entries	8,99 zł	each
Additional expense entries		according to the purchase invoices

Tax-related accounting services

Preparation and filing of VAT-UE declaration	60,00 zł	/declaration
Preparation and filing of JPK_VAT7M or JPK_VAT7K declaration	70,00 zł	/declaration
Preparation of PIT-37 declaration	150,00 zł	/declaration
Preparation of PIT-36 declaration	150,00 zł	/declaration
Preparation of PIT-36L declaration	150,00 zł	/declaration
Preparation of PIT-28 declaration	150,00 zł	/declaration
attachments PIT/O, PIT/B		in the price of the declaration
Preparation of CIT-8 declaration	300,00 zł	/declaration
Preparation of PIT-4R declaration	60,00 zł	/declaration
Preparation of PIT-11 declaration	25,00 zł	/declaration
VAT payer registration	270,00 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	60,00 zł	/page
Filling the VAT-R form for registration or update purpose, without attachments	90,00 zł	/form
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	25,00 zł	/form
ZUS PEL, ZUS PEL-O	25,00 zł	/form
PPS-1	50,00 zł	/form

(without stamp duty)

HR and social security related services

Payroll from	50,00 zł /person/period
	70,00 zł /person/period depending on the number of people, according to agreement
Surcharge to payroll after net payout	300,00 zł /person/period
Preparation of an employment contract	50,00 zł /contract
Preparation of a creative assignment contract	50,00 zł /contract
Preparation of a contract of mandate	50,00 zł /contract
Preparation of an questionnaire template for civil right contracts.	50,00 zł /contract
Issuing a referral for preventive occupational medicine examinations (initial, periodic)	50,00 zł /referral
Information document for the employee according to legal requirements.	50,00 zł /document
Interview a future employee to collect the necessary data to prepare the employee file	180,00 zł /interview (1 hour)
Participation in controls by official bodies	120,00 zł /each working hour started
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) with payroll service	25,00 zł /declaration
ZUS registration applications	25,00 zł /application
Applications for ZUS declarations. with power of attorney of the Client	30,00 zł /application
without power of attorney of the Client	60,00 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	60,00 zł /application
Application for certificate on no arrears in ZUS contributions (RWN)	30,00 zł /application
Application for maternity benefit for the period of paternity leave	30,00 zł /application

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	180,00 zł /application
CEIDG-1 changes in the registry	
with power of attorney of the Client	60,00 zł /application

Consultancy

Business management consulting	180,00 zł /each hour started
Business process management services	180,00 zł /each hour started
Consultancy related to accountancy	180,00 zł /each hour started
Language services related to administration	180,00 zł /each hour started
