

## General Pricing of the Accounting Office

Valid from December 1st, 2025

price

unit

comment

### Subscription packages

Bookkeeping and accounting services for businesses with simplified accounting

Package SOLO Point	250,00 zł /month
Package SOLO Grid	350,00 zł /month
Package SOLO Martix	550,00 zł /month
Package SOLO Cluster	Based on individual quotations

Bookkeeping and accounting services for businesses with full-chart accounting

Package CORPO Point	490,00 zł /month
Package CORPO Grid	1 290,00 zł /month
Package CORPO Martix	2 490,00 zł /month
Package CORPO Cluster	Based on individual quotations

### Payroll packages

Package COMPENSO Point	240,00 zł /month
Package COMPENSO Grid	560,00 zł /month
Package COMPENSO Martix	1 390,00 zł /month
Package COMPENSO Cluster	Based on individual quotations

### Additional packages to SOLO subscriptions

CEIDG + SOLO Point	50,00 zł /month
e-DOR + SOLO Point	40,00 zł /month
e-US + SOLO Point	40,00 zł /month
PPO + SOLO Point	100,00 zł /month
CEIDG + SOLO Grid	40,00 zł /month
e-DOR + SOLO Grid	40,00 zł /month
e-US + SOLO Grid	40,00 zł /month
PPO + SOLO Grid	100,00 zł /month
CEIDG + SOLO Matrix	10,00 zł /month
e-DOR + SOLO Matrix	40,00 zł /month
e-US + SOLO Matrix	10,00 zł /month
PPO + SOLO Matrix	100,00 zł /month
PPO + SOLO Cluster	100,00 zł /month

### Additional packages to CORPO subscriptions

e-DOR + CORPO Point	40,00 zł /month
e-US + CORPO Point	40,00 zł /month
PPO + CORPO Point	100,00 zł /month
e-DOR + CORPO Grid	40,00 zł /month
e-US + CORPO Grid	40,00 zł /month
PPO + CORPO Grid	100,00 zł /month
e-DOR + CORPO Matrix	40,00 zł /month
e-US + CORPO Matrix	10,00 zł /month
PPO + CORPO Matrix	100,00 zł /month
PPO + CORPO Cluster	100,00 zł /month

### Bookkeeping and accounting services

Bookkeeping and record keeping

Ful bookkeeping service	service is available in the CORPO packages	
Keeping the Tax Book of Revenues and Expenses based on the Regulation of the Minister of Finance of December 23, 2019	service is available in the SOLO packages	
Keeping income registry for the purpose of flat rate taxation	service is available in the SOLO packages	
Keeping sales tax registry	service is available in the SOLO packages lub CORPO	
Keeping input tax registry	service is available in the SOLO packages lub CORPO	
Report on VAT settlement	service is available in the SOLO packages lub CORPO	
Monthly report on income tax (CIT/PIT)	service is available in the SOLO packages lub CORPO	
Keeping the registry of private car usage and expenses related	20,00 zł /monthly registry/vehicle	service is available in the SOLO or CORPO packages with different pricing
Additional usage entries	6,40 zł /entry	service is available in the SOLO or CORPO packages with different pricing
Additional expense entries	6,40 zł /entry	service is available in the SOLO or CORPO packages with different pricing
Keeping records of accruals	40,00 zł /month	service is available in the SOLO or CORPO packages with different pricing
Updating and posting accruals	service is available in the SOLO packages lub CORPO	
Posting sales and purchase invoices	service is available in the SOLO packages lub CORPO	
Registry of fixed assets	20,00 zł /month/registry	service is available in the SOLO or CORPO packages with different pricing
Revenue entry (OT) in the fixed asset register	9,60 zł /entry	service is available in the SOLO or CORPO packages with different pricing
Monthly depreciation calculation for fixed assets	9,60 zł /entry	service is available in the SOLO or CORPO packages with different pricing
Other entry related to fixed assets	9,60 zł /entry	service is available in the SOLO or CORPO packages with different pricing
Preparation of internal record (DW) document	10,00 zł /document up to 10 items	service is available in the SOLO packages with different pricing
Preparation of a journal voucher	10,00 zł /document up to 10 items	service is available in the CORPO packages with different pricing

## Tools shared with our Customers

Access to SCANYE digital binder	service is available in the SOLO packages lub CORPO
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Possibility to issue electronic (KSeF) invoices within the SCANYE system	service is available in the SOLO packages lub CORPO
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Possibility to issue electronic (KSeF) invoices using the Subiekt123 billing software	service is available in the SOLO packages lub CORPO
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## Sales

Preparation of sales invoices: Due to the current introduction of the National e-Invoice System (KSeF), this service is currently not provided.	5,00 zł /invoice, up to 10 items
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Access to InsERT Subiekt123 billing software	service is available in the SOLO packages lub CORPO
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Providing an online invoicing program that is compatible with the National e-Invoice System	service is available in the SOLO packages lub CORPO
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## Finances

Entering bank operations	4,90 zł /operation	service is available in the CORPO packages with <u>different pricing</u>
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Import of bank statements in MT940 format from banks based in Poland	30,00 zł /file (statement)	service is available in the CORPO packages with <u>different pricing</u>
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Import bank statements from csv and xls formats using a data structure key	30,00 zł /file (statement)	service is available in the CORPO packages with <u>different pricing</u>
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Preparation of a data structure key - one time to a certain bank account	100,00 zł /data structure	service is available in the CORPO packages with <u>different pricing</u>
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Posting credit and debit items on the bank statement	service is available in the SOLO packages lub CORPO
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Entering/preparing cash receipts (income, expenditure)	4,90 zł /operation	service is available in the CORPO packages with <u>different pricing</u>
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Posting cash receipts and disbursements	service is available in the SOLO packages lub CORPO
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## Inventories and stocks

Preparation of warehouse documents	4,90 zł /operation	service is available in the CORPO packages with <u>different pricing</u>
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Updating of stock value based on inventory or stock levels	10,00 zł /document	service is available in the SOLO or CORPO packages
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Preparation of inventory	The Accounting Office does not participate in inventarization at the Client
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## Monthly / quarterly tax declarations

Monthly report on PIT down payment (PIT-5 or PIT-5L)	service is available in the SOLO packages
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Monthly report on flat rate tax down payment (PPE, Ryczałt)	service is available in the SOLO packages	
Monthly report on CIT down payment (CIT)	service is available in the CORPO packages	
JPK_V7M or JPK_V7K	70,00 zł /month /declaration	service is available in the SOLO or CORPO packages with different pricing
VAT-UE	60,00 zł /month /declaration	the service is available with the JPK_V7M, JPK_V7K, VAT-8 or VAT-9M declaration
VAT-8	60,00 zł /month /declaration	service is available in the SOLO or CORPO packages with different pricing
VAT-9M	60,00 zł /month /declaration	service is available in the SOLO or CORPO packages with different pricing
VIU-DO (OSS)	150,00 zł /quarter /declaration	service is available in the SOLO or CORPO packages with different pricing
<b>Annual declarations</b>		
Preparation of PIT-36 declaration	200,00 zł /declaration	conditional discount on services with a SOLO package subscription
Preparation of PIT-36L declaration	200,00 zł /declaration	conditional discount on services with a SOLO package subscription
Preparation of PIT-28 declaration	200,00 zł /declaration	conditional discount on services with a SOLO package subscription
Preparation of PIT-37 declaration	200,00 zł /declaration	
Preparation of IFT-1R declaration	40,00 zł /declaration	conditional discount on services with a SOLO package subscription lub CORPO
Preparation of IFT-2R declaration	40,00 zł /declaration	conditional discount on services with a SOLO package subscription lub CORPO
Preparation of PIT-4R declaration	60,00 zł /declaration	conditional discount on services with a SOLO package subscription lub CORPO
Preparation of PIT-11 declaration	25,00 zł /declaration	conditional discount on services with a SOLO package subscription lub CORPO
Preparation of CIT-8 declaration	300,00 zł /declaration	conditional discount on services with a CORPO package subscription
Preparation of CIT-8E declaration	300,00 zł /declaration	conditional discount on services with a CORPO package subscription
Preparation of CIT-8SP declaration	60,00 zł /declaration	conditional discount on services with a CORPO package subscription
Preparation of CIT/8ST declaration	60,00 zł /declaration	conditional discount on services with a CORPO package subscription
Filling the NIP-2 form	70,00 zł /form	service is available in the SOLO or CORPO packages with different pricing

Filling the NIP-7 form	70,00 zł /form	service is available in the SOLO or CORPO packages with different pricing
Filling the NIP-8 form	70,00 zł /form	service is available in the SOLO or CORPO packages with different pricing
Filling the PCC-3 form	70,00 zł /form	service is available in the SOLO or CORPO packages with different pricing
Filling the ZAW-FA form	70,00 zł /form	
Filling the WnPD form	70,00 zł /form	
Filling the VAT-R form	90,00 zł /form	
Filling the VAT-26 form	70,00 zł /form	service is available in the SOLO or CORPO packages with different pricing
<b>Preparation and electronic submission of JPK files</b>		
JPK-KR-PD, JPK-ST	220,00 zł /annual JPK file	service is available in the SOLO or CORPO packages
JPK_PKPiR	90,00 zł /annual JPK file	service is available in the SOLO or CORPO packages
JPK_EWP	90,00 zł /annual JPK file	service is available in the SOLO or CORPO packages
JPK_ST	40,00 zł /annual JPK file	service is available in the SOLO or CORPO packages
<b>Preparation of financial statement (full chart accounting)</b>		
	Net average amount of monthly invoices issued by the Office in the period of the financial statement.	
Preparation of financial statements (full accounting) for entities that did not use monthly accounting services – minimum fee, up to 300 accounting documents.	1 500,00 zł	service is available in the CORPO packages with different pricing
Preparation of financial statements (full accounting) for entities that did not use monthly accounting services – fee per document for more than 300 accounting documents.	5,00 zł /accounting document	service is available in the CORPO packages with different pricing
Statement of turnover and balances	20,00 zł /period	service is available in the CORPO packages with different pricing
Profit and loss statement	30,00 zł /period	service is available in the CORPO packages with different pricing
Balance sheet	30,00 zł /period	service is available in the CORPO packages with different pricing
<b>Preparation of financial information for the bank on a bank form</b>		
PKPiR summary report	40,00 zł /report	
EWP summary report	40,00 zł /report	

## Payroll and social security related services

### Payroll

Preparation of payroll list	80,00 zł /person/contract/period	service is available in the COMPENSO packages with different pricing
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## Posting of payroll list

service is available in  
the SOLO packages  
lub CORPO

Surcharge to payroll after net payout	300,00 zł /person/contract/ period
Report on vacation days	40,00 zł /report

## Employee documentation

Preparation of an employment contract	70,00 zł /contract
Preparation of a creative assignment contract	70,00 zł /contract
Preparation of a contract of mandate	70,00 zł /contract
Preparation of an questionnaire template for civil right contracts.	70,00 zł /template
Issuing a referral for preventive occupational medicine examinations (initial, periodic)	70,00 zł /referral
Information document for the employee according to legal requirements.	70,00 zł /document
Interview a future employee to collect the necessary data to prepare the employee file	200,00 zł /interview (1 hour)
Registration/settlement of domestic or foreign per diem allowances	30,00 zł /person/period/trip

Social security declarations, applications  
and registrations

Preparation of social security declaration for the entrepreneur (DRA)	30,00 zł /declaration	service is available in the SOLO, CORPO or COMPENSO packages with different pricing
Preparation of social security declaration for employees and for the entrepreneur (DRA, RCA, RZA, RSA)	30,00 zł /declaration	service is available in the SOLO, CORPO or COMPENSO packages with different pricing
ZUS registration applications	25,00 zł /declaration	service is available in the SOLO, CORPO or COMPENSO packages with different pricing
Application for contribution vacation (RWS)	100,00 zł /application	
Applications for certificates from the Social Insurance Institution (ZUS) (US-56, A1)	35,00 zł /application	service is available in the SOLO, CORPO or COMPENSO packages with different pricing
General letter (POG) to ZUS	60,00 zł /letter up to 700 characters	
ZUS Z-15A, Z-3, Z-3a, Z-3b applications	35,00 zł /application	
Application for a certificate of no outstanding social security contributions (RWN)	25,00 zł /application	service is available in the SOLO, CORPO or COMPENSO packages with different pricing
Application for maternity allowance for the period of paternity leave (ZAO)	35,00 zł /application	
RD-3 Request for settlement of the payer's account	25,00 zł /application	service is available in the SOLO, CORPO or COMPENSO packages with different pricing

Standardized power of attorney  
documents

## Tax

Power of attorney to electronically sign and send tax declarations UPL-1	40,00 zł /form	service is available in the SOLO, CORPO or COMPENSO packages with different pricing
Access to the Client's profile in the electronic tax office (e-Urząd Skarbowy)	within the price of the additional package "e-US +"	
PPS-1	50,00 zł /form	
PPO-1	within the price of the additional package "PPO +"	

## Insurance

Power of attorney to electronically sign and send contribution declarations of the contribution payer ZUS PEL	40,00 zł /form	service is available in the SOLO, CORPO or COMPENSO packages with different pricing
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## Powe of attorney to CEIDG to:

- alter the data of the entry	within the price of the additional package "CEIDG +"
- suspend the business activity	within the price of the additional package "CEIDG +"
- renew the business activity	within the price of the additional package "CEIDG +"
- delete the business activity	within the price of the additional package "CEIDG +"
- handling matters through a point of contact	within the price of the additional package "CEIDG +"

## Communication with authorities

Handling the e-Delivery account	within the price of the additional package "e-DOR +"
Participation in controls carried out by official bodies (PIP, US)	150,00 zł /working hours started

## Other forms

### CEIDG

Registration of sole proprietorship	200,00 zł /hour of consultation	A discount of up to 100% may be granted upon signing a subscription agreement for the SOLO package
CEIDG change request (NACE codes, addresses, contact details, etc.)	50,00 zł /occasion	
Suspension, renewal, deletion of business activity by power of attorney	50,00 zł /occasion	

### Address registration, civil registry

EL/ZC1 - temporary residence registration (check-in)	60,00 zł /application
WoNP - Request for PESEL number	60,00 zł /application

## Consultation

### Advisory

Consulting related to business operations	200,00 zł /hour started
Consulting on business process management	200,00 zł /hour started
Consulting on accountancy	200,00 zł /hour started

### Language services

Administration-related language services	200,00 zł /hour started
Writing a statement of a taxable person/taxpayer in Polish language	60,00 zł /statement up to 700 characters

