



EKWGROUP

SINCE 1935

IMPORTANT NOTICE REGARDING DUPLICATE REQUESTS

We are receiving a high volume of duplicate requests for PAYE data.
As of the 1st January 2017, this service will now be chargeable.

	EMAIL	POSTAL
DUPLICATE PAYSリップ (Per employee, per payslip)	£1.50	£2.50*
P60 (Per employee)	£5.00	£6.00
PAYROLL RE RUN (Per processing period)	£20.00 Per Client	
ADDITIONAL BACS RUN	£15.00 Per Client	
BACS RECALL	£10.00 Per Client	
HISTORICAL PAYROLL REPORT (Per report)	£25.00 Per Client	

*Duplicate payslips will not be sealed, only A4 printed copies will be produced on white paper.

This is to cover our administrative costs for re-issuing the information.

Please note, it is the employee's responsibility to keep all historical records. We will only issue duplicates if requested by the employer on behalf of the employee.

We hope you understand the need for implementing these additional charges.

Please note that all prices are subject to VAT. If you have any further questions, please get in touch with our Payroll team on

01942 816 512 Ex 1304 or email payroll@ekwgroup.co.uk