

Price-list of accounting ledgers keeping in 2024

Accounting and taxes:

Base price up to 10 invoices and 20 bank account/cash register statement records	1 000 PLN per month
Start fee when taking over the books / new company	800 PLN
Preparing accounting policy	150 PLN per page
Invoices (each over 10 invoices)	12 PLN
Foreign invoices / with foreign currency	24 PLN
Bank account/cash register statement (each over 20 records)	6 PLN per record
Rest accounting documents	6 PLN per assignment position
Fixed asset purchase + depreciation plan	100 PLN
VAT registration (VAT-R + attachments)	300 PLN
VAT-UE, VAT-9M, VAT-8 and similar returns	100 PLN per return
VAT-8 "zero" return	50 PLN
Correction of VAT/ZUS return of client's fault	Individual price
Correction of ledgers / past period of client's fault	150% of standard price
IFT-2R return together with certificate of residence (only available with big, popular companies)	200 PLN per return
Responsibility fee for every 1 million of turnover	500 PLN
Financial statement together with CIT-8 return	December's price without responsibility fee, payroll and other extra services
Correction of financial statement of client's fault	Individual price
Documents delivered after due date	+10% into next invoice for each day of lateness

HR and payroll:

Employment contract (umowa o pracę)	150 PLN per month
Civil contract (umowa zlecenie)	130 PLN per bill
Order contract, civil contract with student, management contract (umowa o dzieło, umowa zlecenie with student, umowa z powołania członka zarządu)	100 PLN per bill/month
Employee employment	100 PLN
Employee leaving	100 PLN
PIT-11 return	50 PLN
PIT-4R return	100 PLN
Dividends	100 PLN per each dividend
PIT-8AR return	100 PLN
PPK registration	300 PLN
PPK employee fee (for each employee)	50 PLN per month
PFRON employee fee (for each employee)	100 PLN per month

Other:

Help with company registration using S24 portal (start fee and accounting policy included)	2 500 PLN
Preparing minutes of shareholders meeting with elementary resolutions on the approval of financial statement (more advanced to be done with lawyer)	500 PLN
Help with financial statement submission to KRS	200 PLN
Preparing mid-year balance sheet and profit and loss account	500 PLN
Help with submission of KRS changes application (does not apply for buying/selling company)	300 PLN per application (unlimited amount of changes)
NIP-8/VAT-R actualization	200 PLN
Preparing loan agreement	300 PLN
Preparing minutes of shareholders meeting with resolution on board member salary	300 PLN
CFR-1 (certificate of tax residence) form	200 PLN

Other services – 300 PLN per working hour.

All prices are net, appropriate VAT amount has to be added. This price-list is for 2024 year. On every next year there will be new price-list which will be sent about one month before the end of the year (it does not mean that prices will change).