

# Price List for JDG (Sole Proprietorship) Services

| All prices listed are **net prices (netto)**.

## Comprehensive Service (Monthly Package)

### Accounting services | 330 zł / month

This package includes everything you need to start and comfortably run your business in Poland.

#### Registration and Setup (Included in the package)

- ✓ Full support for company registration in CEIDG, VAT/VAT-UE.
- ✓ Selection of PKD codes (business activity codes) and the ZUS profession code.
- ✓ Assistance in choosing the optimal tax rate for Ryczałt (Lump-sum tax).
- ✓ Assistance in obtaining a PESEL number and ePUAP digital signature.
- ✓ Assistance in opening bank accounts (in PLN, EUR, USD).

#### Monthly Accounting

- ✓ Maintenance of revenue and expense ledgers (KPiR) and sales/purchase records (with and without VAT).
- ✓ Preparation and submission of all necessary reports to the Tax Office (Urząd Skarbowy) and ZUS.
- ✓ Timely notification of tax payment amounts and deadlines, providing invoices for payment.
- ✓ Verification that documents you provide comply with current legislation.

#### Consultations and Representation

- ✓ Representing your interests before the Tax Office and ZUS.
- ✓ Unlimited consultations on accounting and tax optimization (throughout our cooperation).
- ✓ Comprehensive online support: electronic document exchange and prompt resolution of issues with state authorities.

#### Guarantees and Optimization

- ✓ Optimization of accounting and taxes to increase your business's profitability.
- ✓ Monitoring changes in legislation and adapting accounting practices accordingly.
- ✓ Full responsibility for accounting accuracy and timely reporting.

# Additional Services and Fees

## Annual Reporting

**150 zł** | Mandatory annual PIT tax return and ZUS recalculation.

**200 zł** | Annual joint PIT tax return (e.g., with a spouse).

**50 zł** | Filing a "zero" annual tax return.

*Note: If the annual tax return includes multiple sources of income, the cost may increase depending on the scope of work.*

## HR Services

**60 zł** | HR administration (payroll, reporting). Price for one employee.

## Consultations and Hourly Work

**200 zł /hour** | Additional consultations on topics not related to the client's current business activities.

**200 zł /hour** | Assistance in preparing and submitting tax/legal documents, applications, and reports not included in the main package (time estimate agreed upon in advance).

## Other Services and Special Cases

**200 zł /month** | Recalculation and review of previous months of business activity (e.g., when switching from another accountant or after self-accounting; service agreed upon individually).

**200 zł** | Month-end closing (in the event of no income or expenses, other than our invoice for accounting services).

**Price upon agreement** | Preparation of additional declarations (e.g., SD-Z2, PIT-38, etc.).

**Price upon agreement** | Assistance in obtaining licenses / certificates.

## Important Notes

In the event of frequent errors, delays in providing documents by the client, or improper cooperation, the chief accountant reserves the right to charge an additional fee for correcting errors and submitting corrective reports.