

# Price List for JDG (Sole Proprietorship) Services

*Price list valid from 01.01.2026 to 31.12.2026. All prices indicated in the price list are **net prices** (netto).*

## Comprehensive Service

### Accounting Services | from 330 zł / month

*Pricing is determined individually based on the volume of documents per month according to the table on the next page.*

#### 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 profession code for ZUS.
- ✓ Assistance in choosing the optimal tax rate for Ryczałt (Lump-sum tax).
- ✓ Assistance in obtaining a PESEL number and the ePUAP digital signature.
- ✓ Support in opening bank accounts (in PLN, EUR, USD).

#### Monthly Accounting Management

- ✓ Maintenance of revenue and expense ledgers (KPiR) and purchase/sales registers (with or without VAT).
- ✓ Preparation and submission of all necessary reports to the Tax Office (Urząd Skarbowy) and ZUS.
- ✓ Timely notification regarding tax payment amounts and deadlines, providing payment calculations.
- ✓ Verification of provided documents for compliance with legislation.

#### Consulting and Representation

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

#### Guarantees and Optimization

- ✓ Accounting and tax optimization to increase the profitability of your business.
- ✓ Monitoring of legislative changes and timely adaptation of accounting practices.
- ✓ Full responsibility for bookkeeping and the timeliness of report submissions.

## Monthly Service Cost Table for JDG

Number of Documents	Monthly Service (net)
1-10	330 zł
11-20	430 zł
21-30	530 zł
31-40	630 zł
41-50	730 zł
51-60	810 zł
61-70	890 zł
71-80	970 zł
81-90	1050 zł
91-100	1130 zł
101+	Each subsequent 10 documents cost 60 zł net.

**Calculation of WNT / WDT (Intra-Community Supply/Acquisition) / Import of services** counts as 2 documents within the monthly limit (due to the necessity of double-entry bookkeeping for these operations).

## Additional Services and Fees

### Annual Reporting

**150 zł** | Mandatory annual PIT return (with a single source of income from JDG and annual ZUS health insurance reconciliation).

**200 zł** | Joint annual PIT return (e.g., with a spouse).

**50 zł** | Submission of a "zero" annual return.

*Note: In the case of preparing an annual return covering multiple sources of income, the cost may increase depending on the workload.*

## HR & Payroll Services

- 70 zł** | **Basic Package.** HR service (payroll calculation, reporting). Price per employee.
- 100 zł** | **Documentation Package.** Same as the basic package, plus preparation of contracts/ amendments, employee statements and certificates, referrals for medical examinations. (Excluding maintenance of personnel files).
- +20 zł / month** | **Additional fee.** For payroll calculation related to business trips or delegation.

## Consulting and Hourly Work

- 300 zł /hour** | Tax and legal consultations.
- 250 zł /hour** | Consultation for **our** clients (on matters outside the scope of current client activity).
- 250 zł /hour** | Consultations on HR and legal matters (analysis of personnel files, HR consulting, PPK, business trips, contract analysis, legalization).

## Other Services and Special Cases

- 200 zł /month** | Recalculation and verification of previous months of business activity (e.g., when transferring from another accountant or after self-accounting; service agreed upon individually).
- 200 zł** | Month closing (in case of no revenue and expenses, other than our invoice for accounting services).
- 100 zł** | VAT-9M / VAT-8 declarations.
- Price on request** | Preparation of additional declarations (e.g., SD-Z2, PIT-38, etc.).
- Price on request** | 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 declarations.**