

Service Price List

MATLAK economy s.r.o

Price list as of 1 January 2021



Double-entry Bookkeeping

Monthly fee (accounting items):

VAT payer:

0 to 100 items a month	1,00 € per item
101 to 300 items a month	0,95 € per item
301 to 600 items a month	0,90 € per item
601 to 900 items a month	0,85 € per item
901 and more items a month	0,80 € per item

Non-VAT payer:

0 to 50 items a month	1,00 € per item
51 to 100 items a month	0,95 € per item
101 to 200 items a month	0,90 € per item
201 to 400 items a month	0,85 € per item
401 and more items a month	0,80 € per item

A minimum flat-rate of €30/month (VAT payer) and €15/month (non-VAT payer).

Item represents a credit or debit journal entry.

Preparation of monthly VAT returns and control statement	15 – 30 €
Preparation of quarterly VAT returns and control statement	20 – 30 €
Preparation of additional or amended VAT returns or control statement (client's error)	15 €
Preparation of VAT recapitulative statement	15 €
Preparation of corporate income tax returns and financial statements	150 – 1500 €*

*price may vary depending on complexity

Advisory, non-standard bookkeeping exceeding the scope of items (time tracked):

• basic	20 – 50 € / hour
• premium	50 – 100 € / hour





Single-entry Bookkeeping

Monthly fee (accounting items):

VAT payer/Non-VAT payer:

0 to 100 items a month	1,00 € per item
101 to 300 items a month	0,95 € per item
301 to 600 items a month	0,90 € per item
601 to 900 items a month	0,85 € per item
901 and more items a month	0,80 € per item

A minimum flat-rate of €30/month (VAT payer) and €15/month (non-VAT payer).

Item represents any journal, liabilities ledger, receivables ledger and asset records entry.

Preparation of monthly VAT returns and control statement	15 – 30 €
Preparation of quarterly VAT returns and control statement	20 – 30 €
Preparation of additional or amended VAT returns or control statement (client's error)	15 €
Preparation of VAT recapitulative statement	15 €

Preparation of personal income tax return type B *price may vary depending on complexity	30 – 150 €*
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One-time bookkeeping services	(1 item = 1,20 €)
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Advisory, non-standard bookkeeping exceeding the scope of items (time tracked):

• basic	20 – 50 € / 1 hour
• premium	50 – 100 € / 1 hour



Payroll and HR Processing

The price of payroll services is based on the number of employee salaries processed per month by type, as follows:

Employment contract

1–5 employees	15 € / person
6–15 employees	13,50 € / person
16 and more employees	12 € / person

Agreement (agreement on work activity, work performance agreement, agreement on temporary jobs for students)

1–5 employees	13 € / person
6–15 employees	11,50 € / person
16 and more employees	10 € / person

Agreement – whole unworked month (agreement on work activity)

15 € / person

Unrecordable status (maternity leave, parental leave, long-term work incapacity)

5 € / person

Employment contract (Central Office of Labour Social Affairs and

Family contributions, sheltered workshop contributions, other) 20 – 30 € / flat rate

Execution (notification, deduction)

6 € / item

The price includes comprehensive payroll processing for the client, all activities related to employees, HR, payroll and statements for the Social Insurance Agency and health insurance companies as well as the Tax Authority.

In the event of a low number of days (or hours) worked that leads to the obligation to file multiple mass notifications to the health insurance company or the obligation to account for warrants of execution in salaries, the basic reward is increased by 50% (per each warrant of execution).

Annual closing of tax advances 12 – 15 € / person

Personal income tax return type A 10 – 30 € / person

Annual tax summary report 12 – 15 € / item

Correction of salaries (client's error) prior to filing*1 8 € / person

Correction of salaries (client's error) after filing*2 12 € / person

Registration of a foreigner (social insurance) for employment purposes 15 € / person

Registration of a foreigner (social insurance, health insurance) for employment purposes 30 € / person

*1 Correction of salaries (client's error) prior to filing statements (Social Insurance Agency, health insurance company) and monthly review (Tax Authority)

*2 Correction of salaries (client's error) after filing statements (Social Insurance Agency, health insurance) and monthly review (Tax Authority)





Advisory

- basic

20 - 50 € / hour

(expert advisory in the fields of HR, payroll processing and social insurance and health insurance payments, advisory not related to processed payroll, theoretical calculations and costing, preparation of loan documentation or the PD A1 form, preparation of annual health insurance clearance, checks of employment contracts and other HR agenda, reversing registration/deregistration of an employee, reversing registration/deregistration of an employer, etc.)

- premium

50 - 100 € / hour

(advisory and informative calculations regarding maternity benefit entitlement, etc.)

Establishment, Sale and Changes of a Company

Sale of a limited liability company – non-VAT payer	from 499 €
Sale of a limited liability company – VAT payer	from 1499 €
Establishment of a limited liability company	349 €
Establishment of a civic association	169 €

Entry of changes in the Commercial Register

Appointing or removing a director, procura holder	169 €
Change in the means of conduct of a director, procura holder	169 €
Change of the business name	169 €
Change of the permanent residence of a director, partner, procura holder	169 €
Conversion of equity to EUR	169 €
Change of the business seat/registered office	169 €
Increase, redemption of equity	219 €
Change or extension of business activities	219 €
Change of a partner, amount of the partner's business share	239 - 299 €
Entry of several changes in a single proposal	20 €

* The price is based on the most expensive change and all additional changes are priced at the corresponding amount.

The price includes establishment of a company and a complete execution of changes. That includes a consultation, preparation of all documents, court fee paid to the Business Register of the Slovak Republic, filing of the documents at the Trade Licence and Business Register and posting of the documents to the address you specify. Each additional change requested increases the price of the service by 20% of the original price.

Entry of the ultimate beneficial owner in the Business Register of the Slovak Republic	49 €
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Establishment of a trade licence

Establishment of a trade licence, dissolution, suspension	29 €
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*The price does not include the Trade Licence Register fee



Other Services

Motor vehicle tax returns:

1 to 5 vehicles	10 € / vehicle
6 to 15 vehicles	8 € / vehicle
16 vehicles and more	6 € / vehicle

Property tax returns:

1 to 5 properties	20 € / property
6 to 15 properties	15 € / property
16 and more properties	10 € / property

Voluntary VAT payer registration and related advisory **100 – 200 €**

Processing of statistical reports **see basic advisory**

Preparation/updating of an internal directive **see basic advisory**

Central Office of Labour Social Affairs and Family subsidy records **see basic advisory**

Representation at the Tax Authority, Social Insurance Agency,
health insurance company, etc. **see basic advisory**

Invoicing **see basic advisory**

Processing of travel requests **see basic advisory**

Payments – Internet banking **see basic advisory**

Electronic filing to the Tax Authority based on the client's requests **5 € / item**

INTRASTAT **upon agreement**

Travel allowance (excluding Dolný Kubín) **0,20 € / 1 km**

Advisory, (time tracked):

- basic **20 – 50 € / hour**
- premium **50 – 100 € / hour**

Archiving agenda:

1 folder **1,00 € / month**

Other services based on client's needs **price upon agreement**





Receipt of Electronic Data Messages

Price for receiving data messages:

Number of filings received/sent	Price per month	Price per year
0 to 10 messages	5 €	60 €
11 to 30 messages	8 €	96 €
31 messages and more	10 €	120 €

The total annual amount shall be prepaid at the conclusion of the contract. The prices do not include VAT, are not increased by additional fees and are final.

Virtual Business Seat

Price list for clients as at the establishment of a limited liability company, purchase of a limited company or solely for a virtual seat lease:

Period	Price per month	Total price
1 year	30 €	360 €
2 years	25 €	600 €
3 years	20 €	720 €

Price list for bookkeeping clients (clients who concluded an Agreement on the Provision of Bookkeeping Services with our company):

Period	Price per month	Total price
1 year	15 €	180 €
2 years	12,5 €	300 €
3 years	10 €	360 €

Additional services:

Forwarding post to a different address

10 € / month

(forwarding letters to an address within the EU)

Notification about mail received by e-mail, phone or text message:

• Text message

0,50 € / text message

• Phone

1 € / call



Contact us.

Call us and we will answer.
Write us an e-mail and we will reply within 24 hours or stop by
in person and enjoy some good coffee.



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Stop by in person

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