

SCA's Invoicing Requirement for Agency's Panel Solicitors - 2016

- 1) All invoices issued to the SCA must be marked with a unique invoice number/identifier. Any invoices without such an invoice number will be returned to the solicitor/service provider.
- 2) The SCA is designated "accountable persons" under the Taxes Consolidation Act 1997. As such, the SCA are statutorily required to charge Professional Services Withholding Tax (PSWT) on all professional services provided to the SCA. . To ensure that this happens, all invoices received from service providers engaged by the Agency's panel solicitor must be sent directly to the SCA for payment. Under no circumstance should the engaging Agency's panel solicitor accept or pay invoices from the service provider for services rendered. Therefore, invoices from panel solicitors to the SCA should never list items to recover fees paid to service providers. Failure to comply with this requirement increases the risk of duplicate payments and can lead to additional administrative costs. Where there is repeated failure by a panel solicitor to comply with this requirement the SCA reserves the right to pass on these additional administrative costs.
- 3) When engaging a service provider on behalf of the SCA it is the responsibility of the Agency's panel solicitor to ensure the service provider is aware of the SCA's invoicing requirements.
- 4) Since 19th September 2014, Government departments and State Agencies no longer use cheques in dealings with businesses. All payments are made by electronic payment. At the point of engaging service providers on behalf of the SCA, the following must be requested on headed paper and include a recognised signature:

Bank Account Name
Bank Account Number
Sorting Code
IBAN
Swift Code
Bank Name and Address

Invoices sent to the State Claims Agency should be calculated in the same currency as that of the bank account to which payment will be made ie dollars for a US invoice.

- 5) SCA endeavours to make all payments within 30 days of receipt of a valid invoice. Where you feel the need to remind the Agency of a possible late payment, please do not re-issue copies of invoices to the Agency. Rather, please furnish a Statement of Account, clearly marked as such.
- 6) Once the amount to be invoiced has been agreed with the relevant Claims Manager/in-house Litigation Solicitor, all further queries in respect of payments should be directed to the Accounts Section of the SCA.