



Invoicing Requirements

- 1) All invoices issued to the State Claims Agency (SCA) must be marked with a unique invoice number/identifier [with 30 or less characters]. Any invoices without such an invoice number will be returned to the service provider.
- 2) All invoices issued to the SCA must contain a valid claim number. If you do not have this number, please contact the instructing Claims Manager or Solicitor.
- 3) All invoices forwarded to the SCA must show the 8% reduction, as implemented by Government Decision S180/20/10/0964C of 3 February 2009, which came into effect from 1 March 2009 for services rendered after this date. Any invoice not showing the 8% reduction will be returned for amendment and re-issue. Please note this requirement does not apply where services have been procured under a formal tendering process or to service providers based outside of the jurisdiction.
- 4) A separate invoice should be issued for each distinct service provided e.g. each engineering investigation or each medical opinion.
- 5) Since 19 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 in business with the SCA, we will provide the relevant payee set up and verification forms to you.

Please note that it is NTMA policy to contact suppliers by telephone, by way of call back, to verify the bank details provided.
- 6) Invoices sent to the SCA should be calculated in the same currency as that of the bank account to which payment will be made i.e., dollars for a US invoice.
- 7) The SCA endeavours to make all payments within 30 days of receipt of a valid invoice. Where you feel the need to remind us of a possible late payment, please do not re-issue copies of invoices. Rather, please furnish, a Statement of Account, clearly marked as such.
- 8) Once the amount to be invoiced has been agreed with the relevant Claims Manager/in-house or panel Solicitor, all further queries in respect of payments should be directed to our Accounts Section via SCAAccounts@ntma.ie.
- 9) The invoice must be currently dated for work furnished, or no older than 18 months of the current date.
- 10) The invoice must be totted correctly.

Tá eolas faoin gcaoi a bpróiseálann an Ghníomhaireacht um Éilimh ar an Stát sonraí pearsanta ar fáil [anseo](#)
Information on how the State Claims Agency processes personal data is available [here](#)