

SCA's Invoicing Requirement for Agency's Panel Solicitors

- 1) All invoices forwarded to the State Claims Agency (SCA) must show the 8% reduction as implemented by Government Decision S180/20/10/0964C of 3rd February, 2009 which came into effect from 1st March 2009 for services rendered after this date. Any invoice not showing the 8% reduction will be returned for amendment and re-issue.
- 2) The SCA is designated "accountable persons" under the Taxes Consolidation Act 1997. This means that for all professional services provided to the SCA we are statutorily required to charge Professional Services Withholding Tax (PSWT). To ensure that this happens all invoices for 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. As such 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) It is our intention 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, do not re-issue copies of invoices to the Agency. Instead a Statement of Account, clearly marked as such, should be furnished.
- 5) 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.