

HMCTS Invoicing Guidance for Language Professionals (Off-Contract)

<p>When accepting an assignment from a court or tribunal, the language professional should receive the following from the venue:</p>		
<p>For all language professionals</p>	<p>Letter of instruction which must confirm:</p> <ul style="list-style-type: none"> - Details of the booking - Fee agreed - How to invoice HMCTS for your services - Cost centre of the court/tribunal <p><i>Your invoice cannot be processed without this information</i></p>	
<p>For new language professionals</p>	<p>In addition to the above letter of instruction, new language professionals should receive:</p> <ul style="list-style-type: none"> - a Supplier Evidence form the first time they accept an MoJ booking. - this form must be completed and returned to the court/tribunal <p><i>Your invoice cannot be processed if without this information</i></p>	
<p>When submitting an invoice for interpreting services provided, the language professional must:</p>		
<p>Send invoices to</p>	<p>By Post: SSCL – Her Majesty’s Courts and Tribunal Service, PO Box 745, Newport, Gwent, NP10 8FZ</p> <p>Or</p> <p>By Email: APinvoices-CTS-U@sscl.gse.gov.uk (for HMCTS invoices only)</p>	

Information Submission Checklist	✓
- A unique identification number	
- The supplier's company name, address and contact information	
- VAT Reg (where appropriate)	
- The court name and address being invoiced	
- The Entity number HMCTS (0250)	
- Cost Centre of the court where the hearing took place <i>(court to provide the code for their venue in their letter of instruction)</i>	
- A clear description of what the court is being charged for	
<ul style="list-style-type: none"> - A breakdown of the charges: <ul style="list-style-type: none"> o Start and End Times o Fees at each rate o Travel & Subsistence broken down o Site address service provided to 	
- The date of the invoice	
- The invoice number	
- The PO number	
- Bank details for payment	
- The amount being charged	
- VAT if applicable	
- The total amount owed	
<i>Your invoice cannot be processed without this information and payment will be delayed</i>	