



Coimisiún na Scrúduithe Stáit

State Examinations Commission

Payment of Contract Staff

Frequently Asked Questions

How do I provide you with my current bank account details for payment?

If you are new to working with the State Examinations Commission (SEC) or have changed bank accounts since you were last employed, it will be necessary for you to provide us with your current bank account details by completing the *SEC Bank Details Form*, which is available on our website [here](#). The signed form must be sent to Financial Section, State Examinations Commission, Cornamaddy, Athlone, Co Westmeath N37TP65.

What information do I need in order to fill out my Form of Account (Payment Claim Form)?

Financial Information for Contract Staff contains current information on Statutory Deductions and Travel & Subsistence. This should be read before completing your form of account, available [here](#).

Where do I send my completed Form of Account?

Please ensure that your Form of Account is fully completed, signed and **returned directly** in the white prepaid envelope provided to you, addressed to Financial Section, State Examinations Section, Cornamaddy, Athlone, Co Westmeath N37TP65.

For Written Examiners, the practice of sending your completed Form of Account to your Senior Advisor no longer applies.

When will I get paid?

On receipt of your completed Form of Account in Financial Section, an email acknowledgement of receipt will issue to you.

Provided your form of account is fully complete, we are committed to making every effort to process your payment within 30 days of receipt.

Generally, contract staff claims are processed by appointment type (e.g. Oral Examiners, Practical Examiners, Superintendent, Written Examiners etc) and by the date on which the form of account is received.

What happens if my Form of Account is incomplete?

If you omit to sign your Form of Account or omit any essential information, your Form of Account will be returned to you on receipt.

Our commitment to pay within 30 days will recommence on receipt of your returned completed Form of Account.

What will I get paid?

The amount paid to you will depend on your appointment type as detailed in your appointment letter. In addition, there are summary details of what Written Examiners may earn on the Recruitment banner of our website under Fees, available [here](#)

The Revenue Commissioners online service ROS accessible [here](#) will display your taxable payment once we have processed it. **This does not include Travel & Subsistence which is a non-taxable expense**

We will issue your payslip to you when your payment is processed and uploaded to our bank for issue to your bank account.

Will I receive an Advance Payment?

Practical, Oral, Written Examiners and Superintendents will receive an advance payment and the amount paid will depend on your appointment type. This is then deducted from your Claim of Account. **Advance payments are subject to statutory deductions such as PAYE, PRSI, USC, as advised by the Revenue Commissioners**

If I have a query relating to my Form of Account, my bank details or my payment, who do I contact?

You should contact Financial Section, State Examinations Commission as follows:

Email: financial@examinations.ie

Phone: 090 64 2803/2804/2821/2847/2872

Please Note: During our very busy times, from 1st July to 31 August, Financial Section Staff will be available to answer phone calls from 11.30am to 12.30pm each day.