

Letterhead from the Beneficiary (Coordinator)

## **ANNEX V**

**Request for payment for grant contract**

**European Union external actions**

**Request for payment for grant contract  
European Union external actions**

<Date of the payment request >

For the attention of

<address of the contracting authority>

<Financial unit/section indicated in the contract  
><sup>1</sup>

Reference number of the grant contract:

Title of the grant contract:

Name and address of the coordinator:

Payment request number:

Period covered by the payment request:

Dear Sir/Madam,

I hereby request [a further pre-financing payment] [payment of the balance] under the contract mentioned above.

The amount requested is <according to the option indicated in Article 4(1) of the special conditions of the contract/the following: ...>.

Please find attached the following supporting documents:

- detailed breakdown of expenditure (if required by Article 15.7 of the general conditions of the contract)
- narrative and financial interim report (for further pre-financing payments)
- a forecast budget for the subsequent reporting period (for further pre-financing payments)
- narrative and financial final report (for payment of the balance)
- expenditure verification report (for payment of the balance).

The payment should be made to the following bank account: <give the account number shown on the

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<sup>1</sup> Please do not forget to send a copy of this letter to the entities mentioned in Article 5(1) of the special conditions of the contract, if any.

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financial identification form annexed to the contract<sup>2</sup>>

*Declaration on honour*

*I hereby certify that the information contained in this payment request is full, reliable and true, and is substantiated by adequate supporting documents that can be checked.*

*I hereby certify that the costs declared have been incurred in accordance with this contract and that they can be considered as eligible in accordance with the contract.*

Yours faithfully,

< Signature >

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<sup>2</sup> In case a different bank account has to be used a new financial identification form has to be timely submitted.