

ANNEX V

Payment request 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 >¹

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:

- *expenditure verification report or detailed breakdown of expenditure (if required by Article 15.7 of the General Conditions of the Contract)*
- *financial guarantee (if required by Article 4 of the Special Conditions of the Contract)*
- *narrative and financial interim report (for further pre-financing payments)*

¹ 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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- a forecast budget for the subsequent reporting period (for further pre-financing payments)
- narrative and financial final report (for payment of the balance).

The payment should be made to the following bank account: <give the account number shown on the financial identification form annexed to the Contract²>

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 >

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

13