

ANNEX V
Payment request for Grant Contract

<Date of the payment request >

For the attention of

<Address of the Contracting Authority >

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 Article 4 of the Special Conditions of the Contract/the following: ... >.

Please find attached the following supporting documents:

- expenditure verification report (as required by Article 15.6 of the General Conditions of the Contract)
- financial guarantee (if required by Article 7 of the Special 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).

The payment should be made to the following bank account: <give the account number included on the financial identification form in Annex V¹>

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 the Contract and that they can be considered as eligible in accordance with the Contract.

Yours faithfully,

< Signature >

¹ In case a different bank account has to be used a new financial identification form has to be submitted timely