**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]](#footnote-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)*
  + *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 Contract[[2]](#footnote-2)>

***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 >

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. [↑](#footnote-ref-1)
2. In case a different bank account has to be used a new financial identification form has to be timely submitted. [↑](#footnote-ref-2)