Letterhead from the Beneficiary (Coordinator)

ANNEX V

Request for payment for grant contract

European Union external actions

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<<mark>Date of the payment request</mark> >

For the attention of

<<mark>address of the contracting authority</mark>>
<<mark>Financial unit/section indicated in the contract</mark> ><mark>[1]</mark>

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

Please find attached the following supporting documents:

- detailed breakdown of expenditure <mark>(if required by Article 15.7 of the general conditions of the contract)</mark>

- narrative and financial interim report <mark>(for further pre-financing payments)</mark>

- a forecast budget for the subsequent reporting period <mark>(for further pre-financing payments)</mark>

- narrative and financial final report <mark>(for payment of the balance)</mark>

- expenditure verification report (for payment of the balance).

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

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[1] <mark>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.</mark>

<mark>financial identification form annexed to the contract</mark>[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,

< <mark>Signature</mark> >

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