**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-2)

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-3)>

***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-2)
2. In case a different bank account has to be used a new financial identification form has to be timely submitted. [↑](#footnote-ref-3)