

Request for payment for grant contract

European Union external actions

Date of the request for payment

For the attention of

address of the Contracting Authority

Financial unit/section indicated in the Contract

Reference number of the Grant Contract:

Title of the project:

Name and address of the Beneficiary:

Request for payment number:

Period covered by the request for payment:

Dear Sir/Madam,

I hereby request (pre-financing payment / interim pre-financing payment / final balance payment)¹

under the Contract mentioned above.

The amount requested is (as indicated in § 15 of the Grant Contract / the following: ...)

Please find attached the following supporting documents:

- expenditure verification certificate (if required by § 15 of the Grant Contract),
- financial guarantee (if required by § 15 of the Grant Contract),
- technical and financial interim report (for further pre-financing payments),
- final implementation report (for payment of the balance).

The amount covered by the expenditures verification certificates and claimed for deduction from the total of pre-financing payments under the contract is the following:

¹ Copy and paste or rewrite relevant option of the payment: pre-financing payment, interim pre-financing payment or final balance payment.

The payment should be made to the following bank account: (give the account number shown on the financial identification form annexed to the Contract)

I hereby certify that the information contained in this request for payment is complete, accurate and reliable, that the costs incurred can be considered eligible in accordance with the Contract and that this request for payment is substantiated by adequate supporting documents that can be checked.

Yours faithfully,

Name and Surname:

Signature: