

**ANNEX V**  
**Request for payment for grant Contract**  
**European Community external actions**

[Date of the request for payment]

For the attention of  
[address of the Contracting Authority]  
[Financial unit/section indicated in the Contract]<sup>1</sup>

Reference number of the grant Contract: ...  
Title of the grant Contract: ...  
Name and address of the Beneficiary: ...  
Request for payment number: ...  
Period covered by the request for payment: ...

Dear Sir/Madam,

I hereby request [a pre-financing payment/a further pre-financing payment/payment of the balance]<sup>2</sup> under the Contract mentioned above.

The amount requested is [as indicated in Article 4(2) of the Special Conditions of the Contract/the following: ...].<sup>3</sup>

Please find attached the following supporting documents:

- signed Contract (for the first pre-financing payment)
- expenditure verification report if required by Article 15.6 of the General Conditions of the Contract
- financial guarantee if required by Article 15.7 of the General Conditions of the Contract
- technical and financial interim report (for further pre-financing payments)
- final implementation report (for payment of the balance).<sup>4</sup>

The amount covered by the expenditure verification report and claimed for deduction from the sum total of pre-financing under the contract is the following: ...

The payment should be made to the following bank account: ...<sup>5</sup>

I hereby certify that the information contained in this request for payment is complete, faithful 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,

[ signature ]

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<sup>1</sup> if the Contracting Authority is a service of the European Commission. Please do not forget to send a copy of this letter to the management unit and if appropriate to the Commission delegation mentioned in Article 5(1) of the Special Conditions of the Contract.

<sup>2</sup> Delete the two options which do not apply.

<sup>3</sup> Delete the option which does not apply.

<sup>4</sup> Delete the items which do not apply.

<sup>5</sup> Give the account number shown on the financial identification form annexed to the Contract.

N.B.: Intermediate and final payments are subject to the approval of the corresponding report (see Article 15(1) of the General Conditions of contract).