**ANNEX V**

**Request for payment for grant contract**

**European Union external actions**

**Request for payment 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:

* detailed breakdown of expenditure; (if required by Article 2.10 of the general 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)
* general conditions of the contract)

The payment should be made to the following bank account: <give the account number shown on Article 4 of the Special Conditions[[2]](#footnote-2)>

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, the beneficiary has to introduce modification in F&T portal or to register for PIC with new bank account details. [↑](#footnote-ref-2)