

Request for payment for Contribution Agreement

Date of the request for payment <insert date>

For the attention of
<insert address of the Contracting Authority>
<financial unit indicated in the Contribution Agreement>¹

Reference number of the Contribution Agreement: <insert reference number>

Title of the Contribution Agreement: <insert title >

Name and address of the Organisation: <insert address >

Request for payment number: In case this request for payment is sent to the Contracting Authority for the purpose of receiving the **first pre-financing payment**, insert: [1] in all other cases: <insert the sequential number of the payment request>

Period covered by the request for payment: <insert period>

In case this request for payment is sent to the Contracting Authority for the purpose of receiving the **first pre-financing payment**, please insert:

[Dear Sir/Madam,

I hereby request payment of the first pre-financing under the Contribution Agreement mentioned above.

The amount requested is select the appropriate option: [,in accordance with Article 4 of the Special Conditions of the Contribution Agreement, <insert the requested amount>] [<insert the requested amount>].]

The payment should be made to the following bank account: <insert bank account>.²

Please when making the payment indicate the following communication: <insert bank account>.]

In all other cases, please insert:

[Dear Sir/Madam,

I hereby request payment of the [further pre-financing] [balance] under the Contribution Agreement mentioned above.

¹ If applicable, please do not forget to address a copy of this letter to the address mentioned in the Special Conditions of the Contribution Agreement.

² Indicate the account number shown on the financial identification form annexed to the Contribution Agreement or indicated in the Main Conditions. In the event of change of bank account, please process such change in line with the General Conditions of the concerned Contribution Agreement.

N.B.: Payment of further pre-financing and of the balance shall be made upon approval of the payment request accompanied by a progress or final report (see Article 17 of the General Conditions of Contribution Agreement).

ANNEX <INSERT HERE THE NUMBER OF THE ANNEX>

The amount requested is select the appropriate option: [in accordance with Article 4 of the Special Conditions of the Contribution Agreement, <insert the requested amount>] [<insert the requested amount>]

Please find attached the following supporting documents:

- for further pre-financing payments, insert: [narrative and financial progress report]
- for the balance payment, insert: [final narrative and financial report]

The payment should be made to the following bank account: <insert bank account>.³

Please when making the payment indicate the following communication: <insert bank account>.

I hereby certify on honour that the information contained in this request for payment is full, reliable and true, that the costs incurred can be considered eligible in accordance with the Agreement and that this request for payment is substantiated by adequate supporting documents that can be checked.]

Yours faithfully,

<signature>

³ Indicate the account number shown on the financial identification form annexed to the Contribution Agreement or indicated in the Main Conditions. In the event of change of bank account, please process such change in line with the General Conditions of the concerned Contribution Agreement.

N.B.: Payment of further pre-financing and of the balance shall be made upon approval of the payment request accompanied by a progress or final report (see Article 17 of the General Conditions of Contribution Agreement).