**ANNEX IV**

**Payment request for Grant Contract**

*[insert date of the payment request ]*

For the attention of

*[insert address of the Contracting Authority]*

Reference number of the Grant Contract:

Title of the Grant Contract:

Name and address of the lead applicant:

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 *[insert amount according to the contract]*

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: *[insert Bank account, IBAN and SWIFT/BIC codes]*

***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