**Request for payment**

Date of the request for payment <.......>

For the attention of

European Commission   
Directorate‑General Economic and Financial Affairs

Directorate R - Resources

Unit R2: Finance

CHAR 13/056

1049 Brussels

E-mail address: [ECFIN-PERICLES@ec.europa.eu](mailto:ECFIN-PERICLES@ec.europa.eu)

Reference number of the Agreement: ...

Title of the Agreement: ...

Name and address of the Organisation: ...

Dear Sir/Madam,

I hereby request payment of balance under the Agreement mentioned above.

The amount requested is (to be completed) €.

Please find attached the following supporting documents:

* Final financial statement
* Declaration on actual costs

The payment should be made to the following bank account:...[[1]](#footnote-1)

Please when making the payment indicate the following communication: …

Yours faithfully,

<signature>

1. Indicate the account number shown on the identification form annexed to the Agreement.

   In the event of change of bank account, please complete and attach a new identification form as per model. [↑](#footnote-ref-1)