

ECHOES Flash #6

7th April 2016

Don't forget to attach the Final Payment Request to your Final Report!

Together with the Final Report, the Partner must attach a **request for the payment of the balance**

Without this document, **the final report will be rejected!**

The payment request shall include:

- **The Partner's identification** (i.e. agreement reference, name and signature of the legal representative)
- **the amount to be paid in euro** (Partners with accounts in a currency other than the euro shall convert the costs incurred into euro using the applicable exchange rate) and
- **the date,**
- **a declaration that the request for payment is full, reliable and true.**

The template for the final payment request is available in the English and French version at this address: http://dgecho-partners-helpdesk.eu/final_report/payment_request/start and in APPEL, under the section "Downloads".

Reference: General Conditions, Article 18.4; FPA Guidelines page 111-112.