



## **Documents that need to be applied to "Request for Payment":**

**1. Annex 10.6 - Certificate for validation of expenditures by the first level controller** - copies of certificates of FLC for all the invoices attached to the request for payment.

**2. Annex 10.4 - First level control designation certificate** - copies of certificates for all controllers, committed FLC;

**3. Inventory of invoices - Project partners' Invoice Reports** - for all partners who wish to be reimbursed;

**4. Objection on unverified FLC costs (if any) - Appeal Declaration**

**5. Declaration of no double funding and revenue for the project - from Lead Partner**

**6. Financial identification of the Lead Partner**

- If there is no change in the bank account of the Lead Partner in comparison with that applied to the subsidy contract may be delivered a copy of the financial identification, a certified "true copy" and bearing the seal of the organization

- In case of a change in the bank account of the Lead Partner in comparison with that applied to the subsidy contract, the same should apply to the original request for payment of the financial identification.

**7. In the case of VAT for Bulgarian partners' request for payment "shall submit the following documents:**

**A) where the partner is registered for VAT:**

- A statement that the organization is registered for VAT
- Certified copy "true copy" of the certificate of registration under Art. 104 of the VAT
- Declaration that will not exercise their right to a tax credit under Art. 76 of the VAT
- Certified copy "true copy" of the purchase record of the organization for the tax periods under Art. 72, para. 1 of the VAT, which can be seen that it is not, used tax credit
- Appendix № 1 to № 91-00-502/27.08.2007 letter of the Ministry of Finance

**B) where the partner is not registered for VAT:**

- Statement that the organization is not registered for VAT
- Declaration that will not exercise their right to a tax credit under Art. 74 of the VAT
- Appendix № 1 to № 91-00-502/27.08.2007 letter of the Ministry of Finance





- IPA Cross-Border Programme,  
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These documents are presented to MA with any "Request for payment" by the Lead Partner.

**Note:** The starting date and ending date of the reporting period and the request for payment on the invoices must match the dates of the period referred to in the progress report (Project progress report)!



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