

To
Name and address of the project co-ordinator

Place, date:

Ref: Request for money transfer

Personal data	First name:	Family name:	
	Acad. title:	Date of birth (dd/mm/yyyy):	Nationality:
Home address (centre of vital interests)	Street, house no:	Country:	
	Postal code:	City:	
Employed at (full address)	Name of institution:	Country:	
	Street, house no:	City:	
Other residence(s) abroad, if any (full addresses)	Street, house no:	Country:	
	Postal code:	City:	

I herewith ask for the transfer of the amount of Euro. This amount covers my costs in the framework of the Project No. XXXXX *Project title*, as follows:

Type of costs	Costs in local currency		Exchange rate*	Equivalent in EUR
	Amount	Currency		
TOTAL				

*The exchange rate set by the European Commission at <http://ec.europa.eu/budget/inforeuro>

Please be so kind and transfer the above mentioned amount to my bank account:

Account holder:
Account number:
IBAN:
Bank:
SWIFT/BIC code:

Through my signature, I hereby confirm that:

1. I do not have a place of residence (permanent home) in Austria;
2. no obligations exist to forward the income to other persons;
3. the income will not pass to an Austrian business establishment maintained by me;
4. the above mentioned costs were/will be covered solely from the above mentioned project;
5. I am fully responsible for the appropriate taxation of the income.

Signature