# citi handlowy®

## Domestic Funds Transfer - Tax Payment

- 1. In the main menu, select the tab Payments.
- 2. In the tab Payments, select the option Input New Outgoing.
- 3. Select Account to be debited in PLN.
- 4. Select Domestic Funds Transfer.
- 5. Select Tax Payment.
- 6. Enter Payment Amount.
- 7. You can select "Remember these Selections" this way these parameters will be entered automatically. Otherwise, select Continue.
- 8. Enter Payment Details:
  - <u>Transaction Reference Number</u> if this option is available, enter any sequence up to 10 characters.
  - Value Date.
  - <u>Mark this Payment as Important</u> in the item Payments -> Show all payments. The transaction will be displayed as first.\_

### 9. Enter Beneficiary Details:

- Beneficiary Name.
- <u>Beneficiary Account Number</u> should be entered in a single sequence, without spaces, in a 26-digit or IBAN format.

### 10. Enter Taxation Details:

- Identification Type.
- <u>Identification Number</u> enter your chosen identification number in a single sequence, without any spaces or hyphens.
- Period Type.

fully paid-up.

- <u>Period Year</u> if you choose "year" as the period type, enter the last 2 digits.
- <u>Period Range</u> depends on the selected Period Type, enter:

**Decade/Day** - 4 digits - day/decade number and month number, e.g. 0103, 1512;

Quarter/Month/Half of year - 2 digits;

Year - leave this field empty.

• Form or Payment Symbol Order - choose the tax

type from the list. Available positions depend on the account of the tax office - recipient of the payment. For the payment symbols VAT, PIT and excise duty transfers are processed in line with the requirements adopted for Local VAT Split Payment.

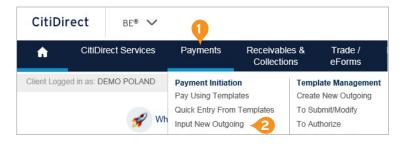
- 11. If you wish to save a payment as a template, tick the option Save As Template and complete the details.
- 12. Select Submit in order to enter the transaction.

#### More useful tips on how to use CitiDirect BE can be found <u>HERE >></u>

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Court for the capital city of Warsaw in Warsaw, 12th Commercial Division of the National Court Register, under KRS No. 000 000 1538; NIP 526-030-02-91; the share capital is PLN 522,638,400,

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