

Domestic Funds Transfer – Tax Payment

- In the main menu, select the tab **Payments**.
- In the tab Payments, select the option **Input New Outgoing**.
- Select **Account** to be debited in PLN.
- Select **Domestic Funds Transfer**.
- Select **Tax Payment**.
- Enter **Payment Amount**.
- You can select “Remember these Selections” - this way these parameters will be entered automatically. Otherwise, select **Continue**.
- Enter **Payment Details**:
 - Transaction Reference Number - if this option is available, enter any sequence up to 10 characters.
 - Value Date.
 - Mark this Payment as Important - in the item Payments -> Show all payments. The transaction will be displayed as first.
- Enter **Beneficiary Details**:
 - Beneficiary Name.
 - Beneficiary Account Number should be entered in a single sequence, without spaces, in a 26-digit or IBAN format.
- Enter **Taxation Details**:
 - Identification Type.
 - Identification Number - enter your chosen identification number in a single sequence, without any spaces or hyphens.
 - Period Type.
 - Period Year - if you choose “year” as the period type, enter the last 2 digits.
 - Period Range - 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.
- If you wish to save a payment as a template, tick the option **Save As Template** and complete the details.
- Select **Submit** in order to enter the transaction.

More useful tips on how to use CitiDirect BE can be found [HERE >>](#)

Links in our communication messages lead to websites or marketing materials of our Bank or our partners and are provided for information purposes. Links are not used to collect sensitive data from our Clients. In case of any doubts, please contact CitiService or the sender of the message from the Bank.

This advertising material is for information purposes only and does not constitute an offer in the meaning of article 66 of the Civil Code.

Citi and Citi Handlowy are registered trademarks of Citigroup Inc., used under license. Citigroup Inc. and its subsidiaries are also entitled to rights to certain other trademarks contained herein. Bank Handlowy w Warszawie S.A. with its registered office in Warsaw at ul. Senatorska 16, 00-923 Warszawa, entered in the Register of Entrepreneurs of the National Court Register by the District 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, fully paid-up.