Domestic Funds Transfer – Local VAT Split Payment

1. From the main menu select Payments. In the payment tab, select the option Make a Payment.

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Home Payments Receivables & Collec	tions 🕶 Trade / EForms 👻 Reports & Analytics 👻 Inquiries & Searches 👻 File Services 👻 Self Service 👻			
Payments 🔍	Navigation Mode	Essential	Comp	plete
Payment Initiation View All Payment ③ ★ Ouick Entry From Templates Approve Payments ④ ★ To Authorize Blach Authorize To Submit/Modify Quick Pay Using Templates ① Manage Payments ①	Payment Outlier Detection Online Outlier Review Offline Outlier Review View All Payments Standing Instruction View All Standing Instruction Input New Standing Instruction To Authorize To Submit/Modify			

2. Select Start a New Payment.

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Home Payments - Receivables &	Collections 👻 Trade / EForms 👻 Reports & Analytics 👻 Inquiries & Searches 👻 File Services 👻 Self Service 💌	
Make a Payment		
	Choose How You Want to Pay There are several ways to make a payment. You can use templates, copy from a previous payment, or start a new payment. Regardless of the method you choose, you're just a few steps away from submitting a payment. Copy From Previous Payment Search by Account Number or Name	
	Pay Using a Template Make payments to new beneficiaries. Get Started Pay Using a Template Use existing or custom templates. Select a Template	

3. Select Debit Account, Payment Amount and Currency, and Payment Method as Domestic Funds Transfer – Local VAT Split Payment (including Elixir & Sorbnet).

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Make a Payment		
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Payment Details Additional Details	Review & Submit	
Payment Details		Summary
Enter the payment details to start a new payment	nt. You can also add a new beneficiary.	Davi Franc
Day From	Debit Account View All Debit Accounts	Pay From
rayrion	TEST WZORZEC (72 1030 1508 0000 0001 0006 6010) PLN	72 1030 1508 0000 0001 0006 6010 - PLN
	* Stument Amount	Debit Account Name TEST WZORZEC
	7 t 10.00 PLN X	Payment Amount
		PLN 10.00
	* Payment Method	Total Amount
	Select Payment Method	PLN 10.00
	Select Payment Method Cancel Continue	
	Cross Border Lunds Transfer Domastic Fund Transfer - Local Payment (Include Flivir & Sortnat)	
	Domestic Fund Transfer - Local VAT Split Payment (Include Elixir & Sorbnet)	
	Domestic Fund Transfer - Tax Payment	

4. Select option Enter Beneficiary Details. A window will appear on the right. Enter the beneficiary Name and Account Number.

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Ma 1 Pay	ke a Payment	2 Additional Details	3 Review & Submit						Beneficiary Details Beneficiary Account Details	×
	Payment Enter the payme	Details nt details to start a new paym	ent. You can also a	dd a new beneficiary.					TEST * Account Number 72103015080000000100066010	
	Pay From		* De TI * Pa	bit Account IST WZORZEC (72 1030 1508 00 yment Amount	100 0001 0006 6010) PLN	View All Debit /	-		* Bank Routing Code 10301508 * Bank Name BANK HANDLOWY RC Other Beneficiary Details	
			* Pa	yment Method Domestic Fund Transfer - iorbnet)	Local VAT Split Paymen	Change Paymen t (Include Elixir &	Method		Beneficiary Address Line 1 Enter Beneficiary Address Line 1 Beneficiary Address Line 2 Enter Beneficiary Address Line 2	
	Рау То			nter Beneficiary Details						
	Payment Det	ails	Pay 0 + P 0 Tra	ment Date ① Earliest ② Select Date 4/01/2025 Standard Payment ③ Fas naaction Reference Number Will be auto generated	Ler Payment (Express Elixin					
								Cancel		
										Cancel

5. Then you need to select the payment details Payment date, Payment system, Payment Details (payment details: these are 4 lines of 35 characters, Express Elixir – select this option to send an Express Elixir transfer (the maximum transfer amount is PLN 100,000, this service must be available in both the sender's and recipient's bank. The table of bank availability in the Express Elixir system is available at www.expresselixir.pl) and Transaction Reference Number (if this option is unlocked, enter any string of up to 10 characters. Depending on the settings, it may be generated automatically by the system). Then click Continue.

Payment Details	Payment Date Image: Constraint of the second se	
	Transaction Reference Number Will be auto generated Payment Details Comments A	
		Cancel

- 6. The next step is Additional Details. Select VAT Amount, Invoice Number:
 - the number of a single invoice to which the payment applies,
 - the period for which all invoices were issued for the same Beneficiary,
 - OWN TRANSFER transfer of funds from a VAT account to another VAT account of the same VAT account holder, kept in the same bank and the beneficiary's tax identification number NIP.

At this stage, you can save the payment under the Save and Exit button. The payment will be entered in the draft version. To proceed, click Continue.

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Make a Payment		
Payment Details Additional Details Review & Subr	nit	
Additional Details We need some additional information from you. Er	iter the details below.	Summary
VAT Details	VAT Account Information HELPDESK BANKOWOCI ELEKTRONICZNEJ(91 1030 1335 0000 0001 0006	Pay From Debit Account 72 1303 1508 0000 0001 0006 6010 - PLN Debit Account Name
	6015) PLN Payment Amount	TEST WZORZEC Payment Amount PLN 10.00 Payment Method
	PLN 10.00 *VAT Amount 2.30	Domestic Fund Transfer - Local VAT Split Payment (Include Elixir & Sorbnet)
	Net Amount 7.70	Name TEST
	Invoice Number TEST Beneficiary TAX Identification Number	Account Number 7210301508000000100066010 Beneficiary Bank Routing Code 10301508
	1234567890 Description Details	Beneficiary Bank Name BANK HANDLOWY RC
Back	Enter Description Details	Payment Date 04/01/2025
		VAT Account Number 91 1030 1335 0000 0001 0006 6015

7. The last step of the payment is the summary. At this stage, you can Cancel the payment, return to editing under the Edit Payment Details or Edit Additional Details buttons. You can save the payment as a draft under the Save and Exit button. Use the Submit payment button to enter the payment into the system.

Review & Submit Review your details before you submit your paymen		Cancel Edit Payment Del	ails Edit Additional Details Save and Exit	Submit Payment
Payment Overview	Beneficiary Name	Beneficiary Account 72103015	080000001000	
	Debit Account & Currency 72 1030 1508 0000 0	Payment Method	Payment Method Domestic Fund Transfer - Loc	
	Payment Amount & Currency PLN 10.00	Payment Date 04/01/20	25	
Other Details	Debit Account Name TEST WZORZEC Beneficiary Bank Name BANK HANDLOWY RC	Beneficiary Bank Routing Code 10301508	Payment System Standard Payment	
	VAT Details			

8. After clicking Submit Payment, a confirmation of your payment entry appears.

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Home	Payments	Trade / EForms ▼ Reports & Analytics ▼ Inquiries & Searches ▼ File Services ▼ Self Ser	ivice 🔻	
		Payment Submitted Successfully	Start a New Payment	
		Your payment to TEST-7210301508000000 reference number for the amount of PLN 2 04/01/2025 has been submitted successfull	00100066010 with 10.00 value dated for ly	

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