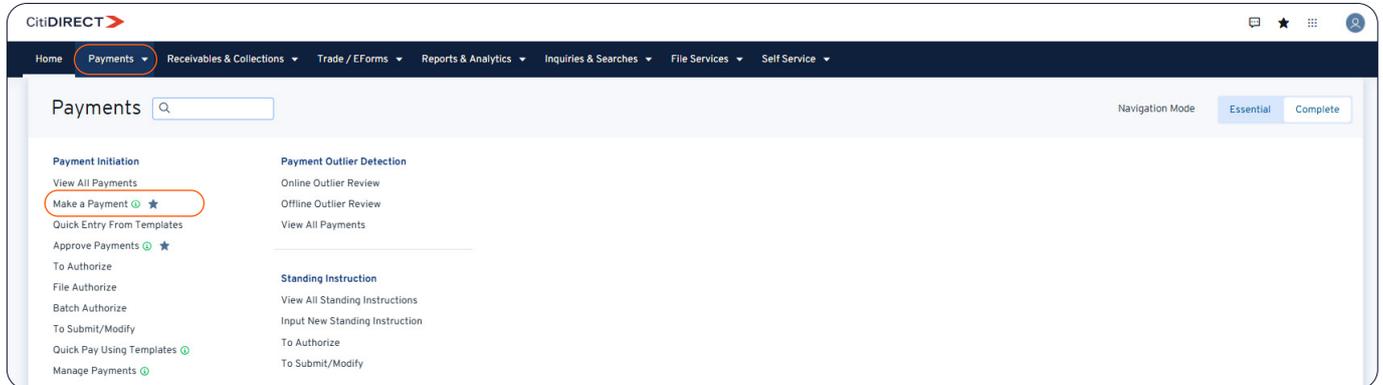
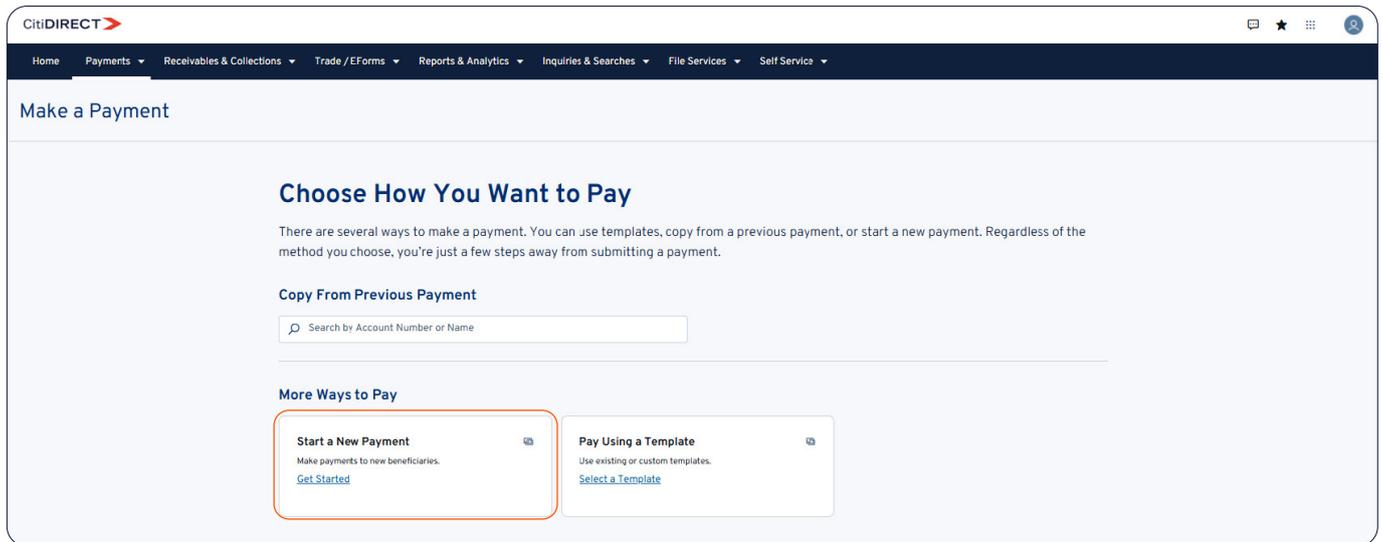


Domestic Funds Transfer – Local VAT Split Payment

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



2. Select **Start a New Payment**.



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

Make a Payment

1 Payment Details 2 Additional Details 3 Review & Submit

Payment Details
Enter the payment details to start a new payment. You can also add a new beneficiary.

Pay From

- Debit Account:** TEST WZORZEC (72 1030 1508 0000 0001 0006 6010) | PLN
- Payment Amount:** zł 10.00 PLN
- Payment Method:** Select Payment Method
 - Domestic Fund Transfer - Local VAT Split Payment (Include Elixir & Sorbnet)

Summary

Pay From
Debit Account: 72 1030 1508 0000 0001 0006 6010 - PLN
Debit Account Name: TEST WZORZEC
Payment Amount: PLN 10.00
Total Amount: **PLN 10.00**

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

Make a Payment

1 Payment Details 2 Additional Details 3 Review & Submit

Payment Details
Enter the payment details to start a new payment. You can also add a new beneficiary.

Pay From

- Debit Account:** TEST WZORZEC (72 1030 1508 0000 0001 0006 6010) | PLN
- Payment Amount:** zł 10.00 PLN
- Payment Method:** Domestic Fund Transfer - Local VAT Split Payment (Include Elixir & Sorbnet)

Pay To: Enter Beneficiary Details

Payment Details

Payment Date: 04/01/2025
Payment System: Standard Payment

Beneficiary Details

Beneficiary Account Details

- Name:** TEST
- Account Number:** 72103015080000000100066010
- Bank Routing Code:** 10301508
- Bank Name:** BANK HANDLOWY RC

Other Beneficiary Details

Beneficiary Address Line 1: Enter Beneficiary Address Line 1
Beneficiary Address Line 2: Enter Beneficiary Address Line 2

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 ⓘ
 Earliest Select Date

03/31/2025 📅

* Payment System
 Standard Payment Faster Payment (Express Elixir) High Value Payment (Sorbnet)

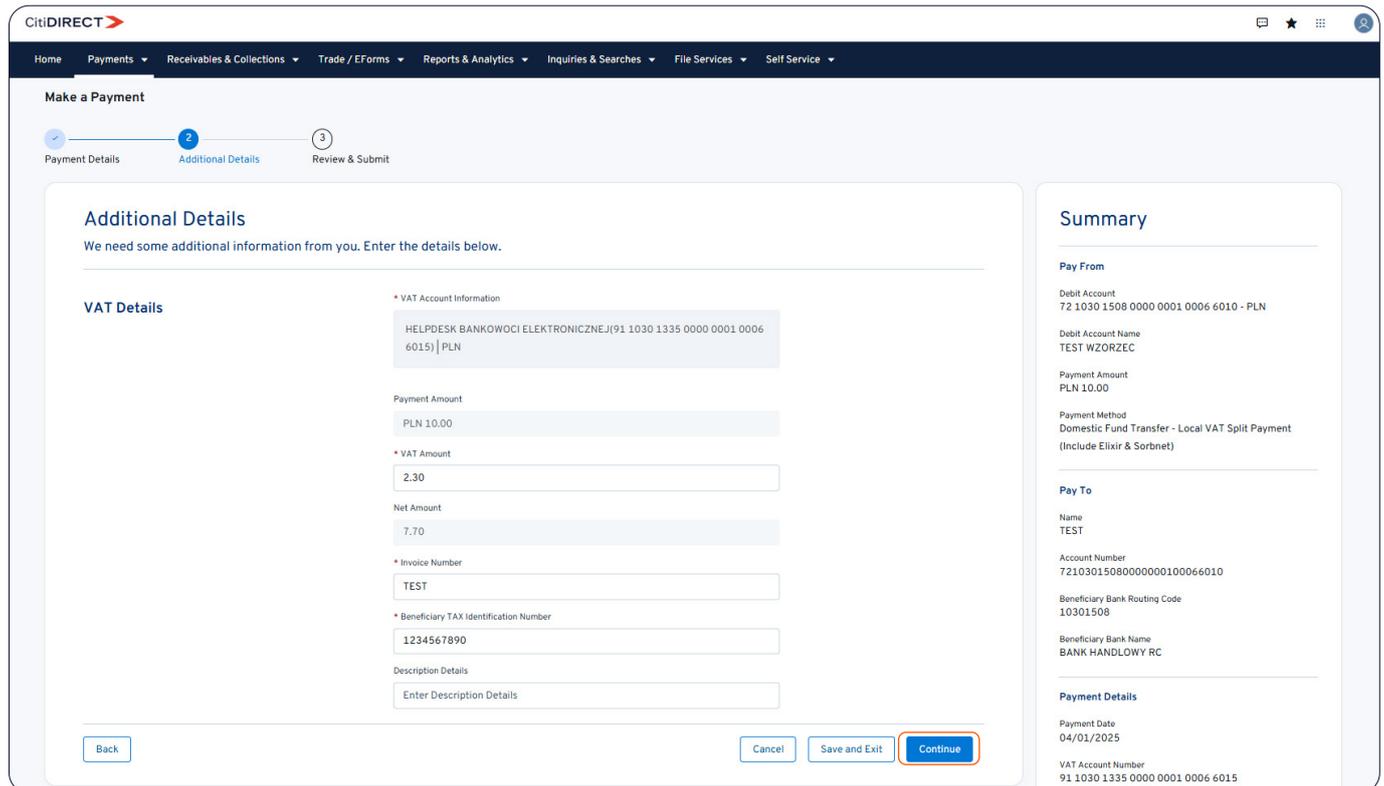
Transaction Reference Number
Will be auto generated

Payment Details
Comments

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**.



The screenshot shows the 'CitiDIRECT' interface for 'Make a Payment'. The navigation bar includes Home, Payments, Receivables & Collections, Trade / EForms, Reports & Analytics, Inquiries & Searches, File Services, and Self Service. The main content area is titled 'Make a Payment' and has a progress indicator with three steps: 1. Payment Details, 2. Additional Details (current step), and 3. Review & Submit.

Additional Details
We need some additional information from you. Enter the details below.

VAT Details

- * VAT Account Information**
HELPEDESK BANKOWOCI ELEKTRONICZNEJ(91 1030 1335 0000 0001 0006 6015) | PLN
- Payment Amount**
PLN 10.00
- * VAT Amount**
2.30
- Net Amount**
7.70
- * Invoice Number**
TEST
- * Beneficiary TAX Identification Number**
1234567890
- Description Details**
Enter Description Details

Summary

Pay From

- Debit Account
72 1030 1508 0000 0001 0006 6010 - PLN
- Debit Account Name
TEST WZORZEC
- Payment Amount
PLN 10.00
- Payment Method
Domestic Fund Transfer - Local VAT Split Payment (Include Elixir & Sorbnet)

Pay To

- Name
TEST
- Account Number
72103015080000000100066010
- Beneficiary Bank Routing Code
10301508
- Beneficiary Bank Name
BANK HANDLOWY RC

Payment Details

- Payment Date
04/01/2025
- VAT Account Number
91 1030 1335 0000 0001 0006 6015

Buttons: Back, Cancel, Save and Exit, Continue.

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 payment.

Payment Overview

Beneficiary Name TEST	Beneficiary Account 72103015080000001000...
Debit Account & Currency 72 1030 1508 0000 0001 00...	Payment Method Domestic Fund Transfer - Loc...
Payment Amount & Currency PLN 10.00	Payment Date 04/01/2025

Other Details

Debit Account Name TEST WZORZEC	Beneficiary Bank Routing Code 10301508	Payment System Standard Payment
Beneficiary Bank Name BANK HANDLOWY RC		
VAT Details		
VAT Account Number 91 1030 1335 0000 0001 0006 6015	VAT Amount 2.30	Net Amount 7.70
Invoice Number TEST	Beneficiary TAX Identification Number 1234567890	

Buttons: [Back](#), [Cancel](#), [Edit Payment Details](#), [Edit Additional Details](#), [Save and Exit](#), [Submit Payment](#)

8. After clicking [Submit Payment](#), a confirmation of your payment entry appears.

Payment Submitted Successfully [Start a New Payment](#)

Your payment to TEST-7210301508000000100066010 with reference number --- for the amount of PLN 10.00 value dated for 04/01/2025 has been submitted successfully