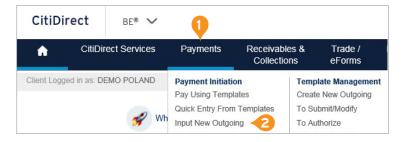
## citi handlowy®

## Domestic Founds Transfer - Local 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.
- 4. Select Domestic Funds Transfer.
- 5. Select Local 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.
  - Payment Details: 4 lines, 35 characters each.
  - <u>Faster Payment</u> select this option to send an Express Elixir transfer (up to the maximum amount of PLN 100,000; this service has to be available both at the sender's and recipient's bank. The table of banks' availability in the Express Elixir system can be found on the website <u>www.expresselixir.pl</u>).
  - <u>Mark this Payment as Important</u> in the item Payments -> Show all payments. The transaction will be displayed as first.
  - <u>Sorbnet.</u>
- 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. If you wish to save a payment as a template, tick the option Save As Template and complete the details.
- 11. Select Submit in order to enter the transaction.



* Debit Account 48 1030 1508 0000 0001 0003 5014 - Demo 🗸	* Payment Currency PLN - POLISH ZLOTY	Payment Amount
Account Name	* Payment Method	
Demo 1 edited	Domestic Funds Transfer	<u>4</u>
Branch Name	* Payment Type	
WARSAW CITIBANK	Local Payment	<u>~</u> 5
Debit Account Balance		
0,00 PLN C 19/02/2021, 10:55 AM		
19/02/2021, 10:55 AW		
Remember these Selections		
Remember diese selecuons		
Clear All		
<b>U</b>		
mestic Funds Transfer		
Payment Details		
Transaction Reference Number		Payment Details
	19/02/2021	
Faster Payment 👔	Sorbnet	
	- Solbher	
Confidential 🕕		
Mark this Payment as Important 👔		
Beneficiary Details		
Beneficiary Name	Beneficiary Bank Routing Code	* Beneficiary Account Number
Beneficiary Address Line 1	Beneficiary Bank Name	
Beneficiary Address Line 2		
Add Recurring Payment Instruction		
Save As Template		
Template Name	Template Group	* Template Type
	Default-Default Pre-Format Group	Editable Template V
Maximum Allowed Amount	Save Payment	Mark on Equarity
	Amount Details	👷 Mark as Favorite
bmit Submit and Copy Copy Save As D	aft Cancel Clear Entered Data	

More useful tips on how to use CitiDirect BE can be found HERE >>>

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