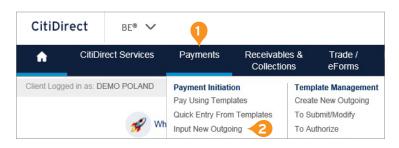


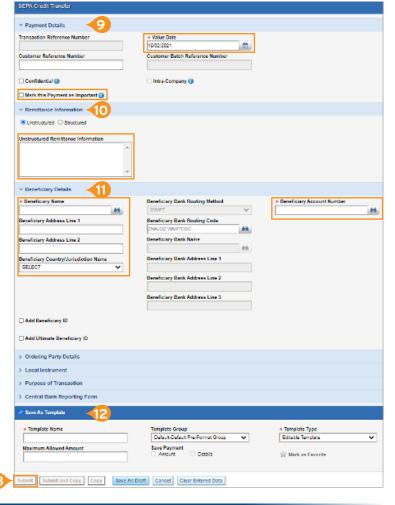


## SEPA transfer - payments between accounts in the European Union, Iceland, Liechtenstein, Norway, Switzerland and Great Britain

- 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 EUR as the payment currency.
- 5. Select SEPA.
- Select Payment Type: Credit Transfer standard SEPA payment, or Credit Transfer - Same day - urgent SEPA payment.
- 7. Enter Payment Amount.
- 8. You can select "Remember these Selections"
  - this way these parameters will be entered automatically. Otherwise, select Continue.
- 9. Enter Payment Details:
  - · Value Date transaction execution date.
  - Mark this Payment as Important in the item Payments -> Show all payments. The transaction will be displayed as first.
- 10. Enter Remittance Information optional field, enter your payment details:
  - <u>Unstructured Remittance Information:</u> entering payment details is optional - this is 4 lines, 35 characters each.
- 11. Enter Beneficiary Details:
  - Beneficiary Name
  - Beneficiary Account Number should be entered in a single sequence, without spaces, in the IBAN format.
- 12. If you wish to save a payment as a template, tick the option Save As Template and complete the details.
- 13. Select Submit in order to enter the transaction.







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