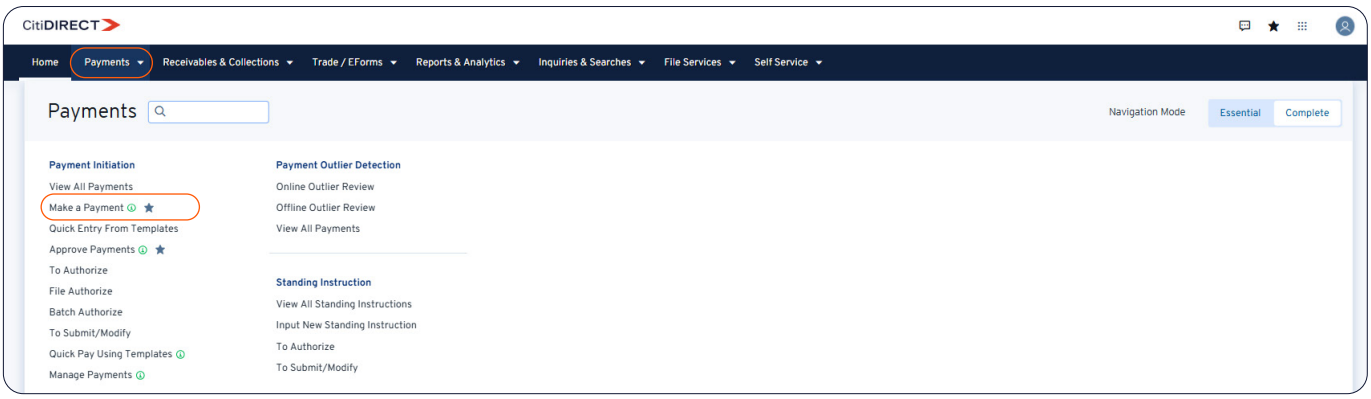
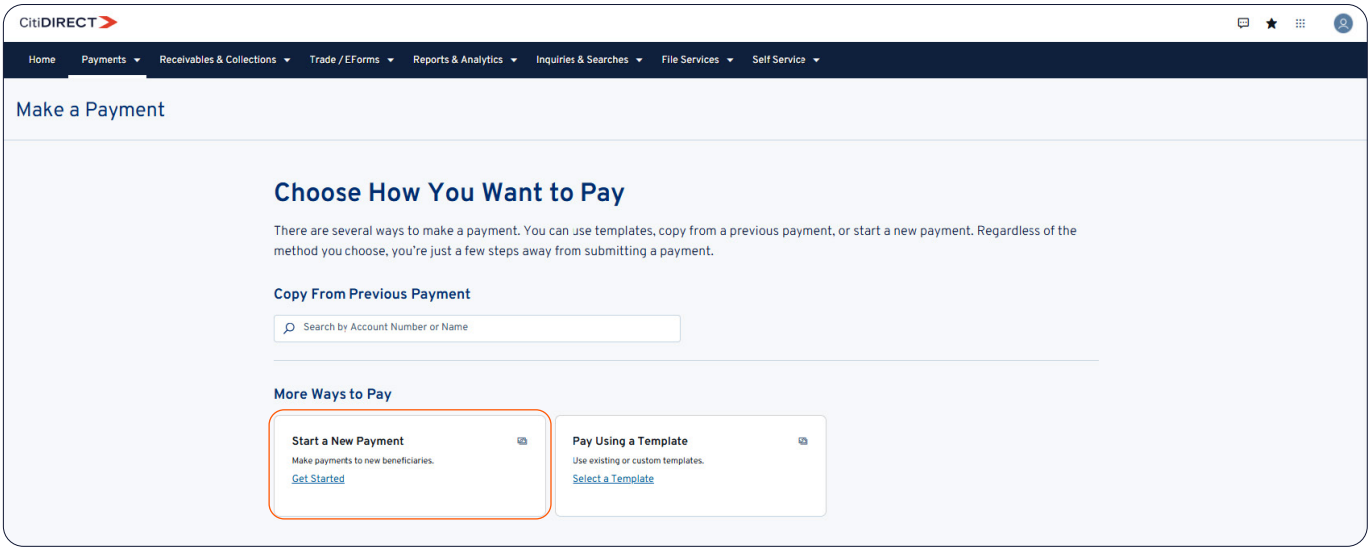
Domestic Funds Transfer – Local VAT Split Payment

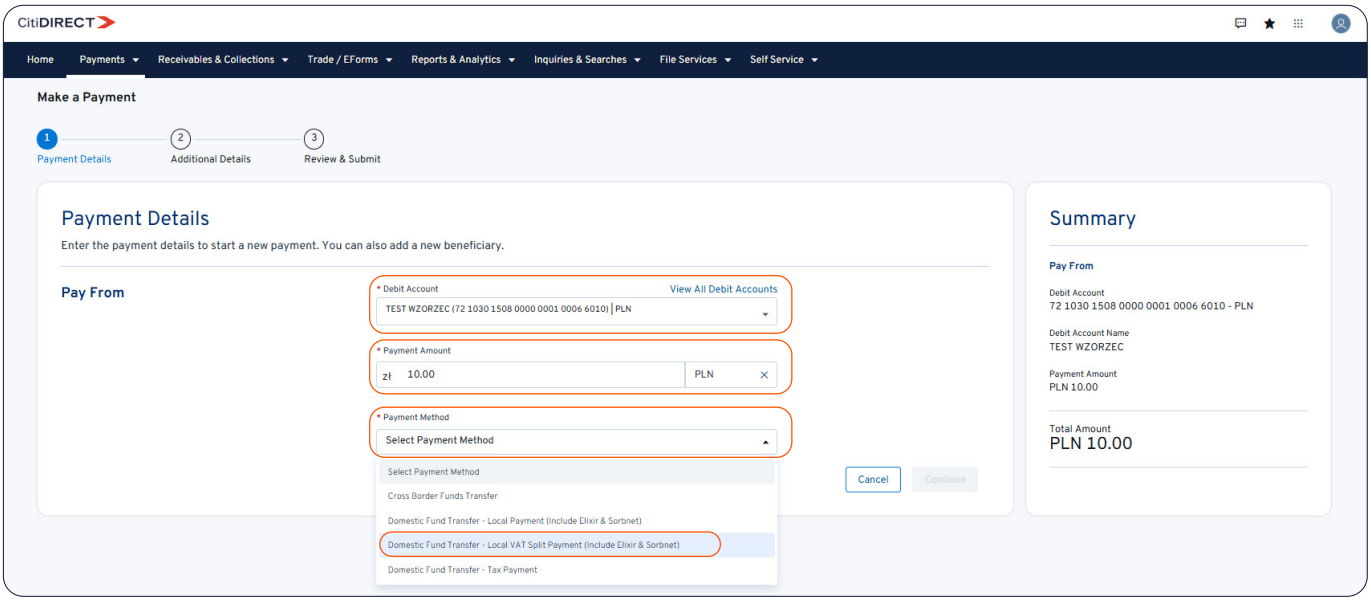
1. From the main menu select Payments. In the payment tab, select the option Make a Payment.



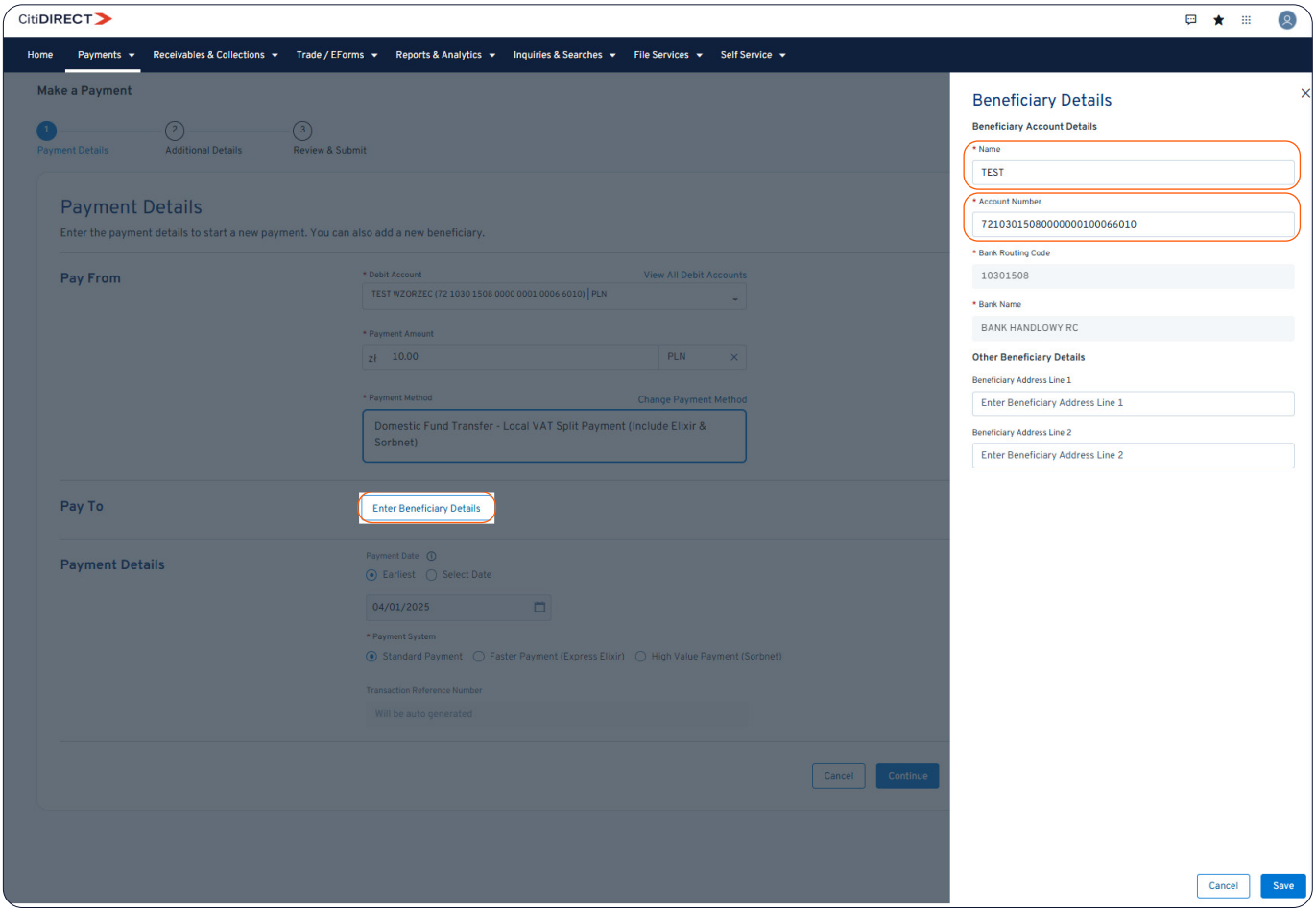
2. Select Start a New Payment.



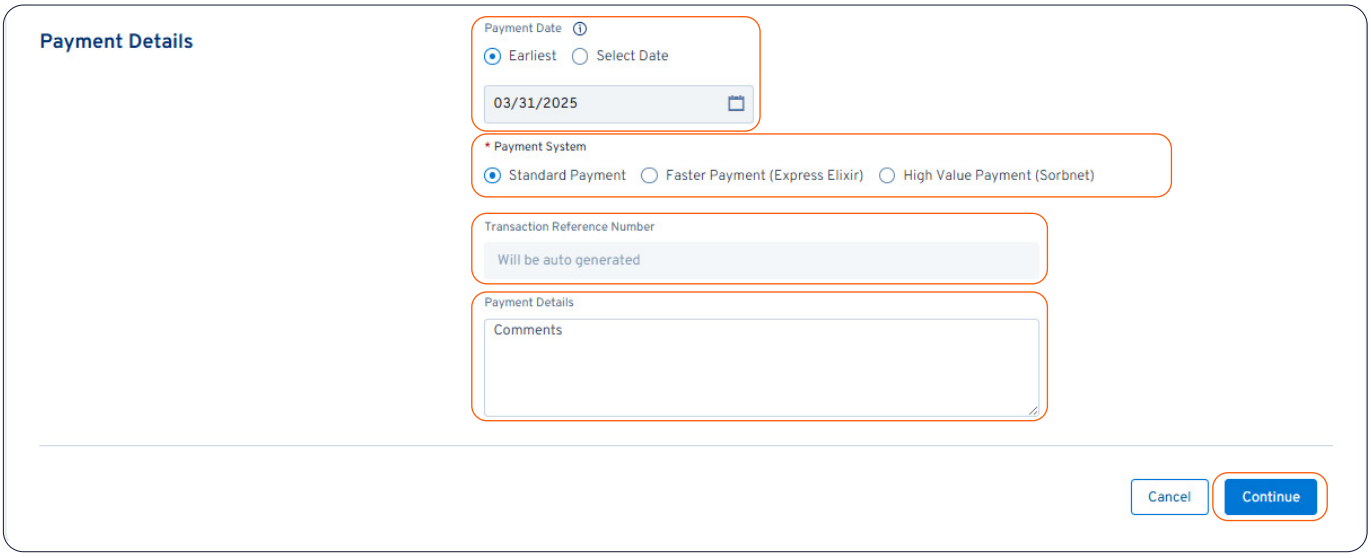
3. Select Debit Account, Payment Amount and Currency, and Payment Method as Domestic Funds Transfer – Local VAT Split Payment (including Elixir & Sorbnet).



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

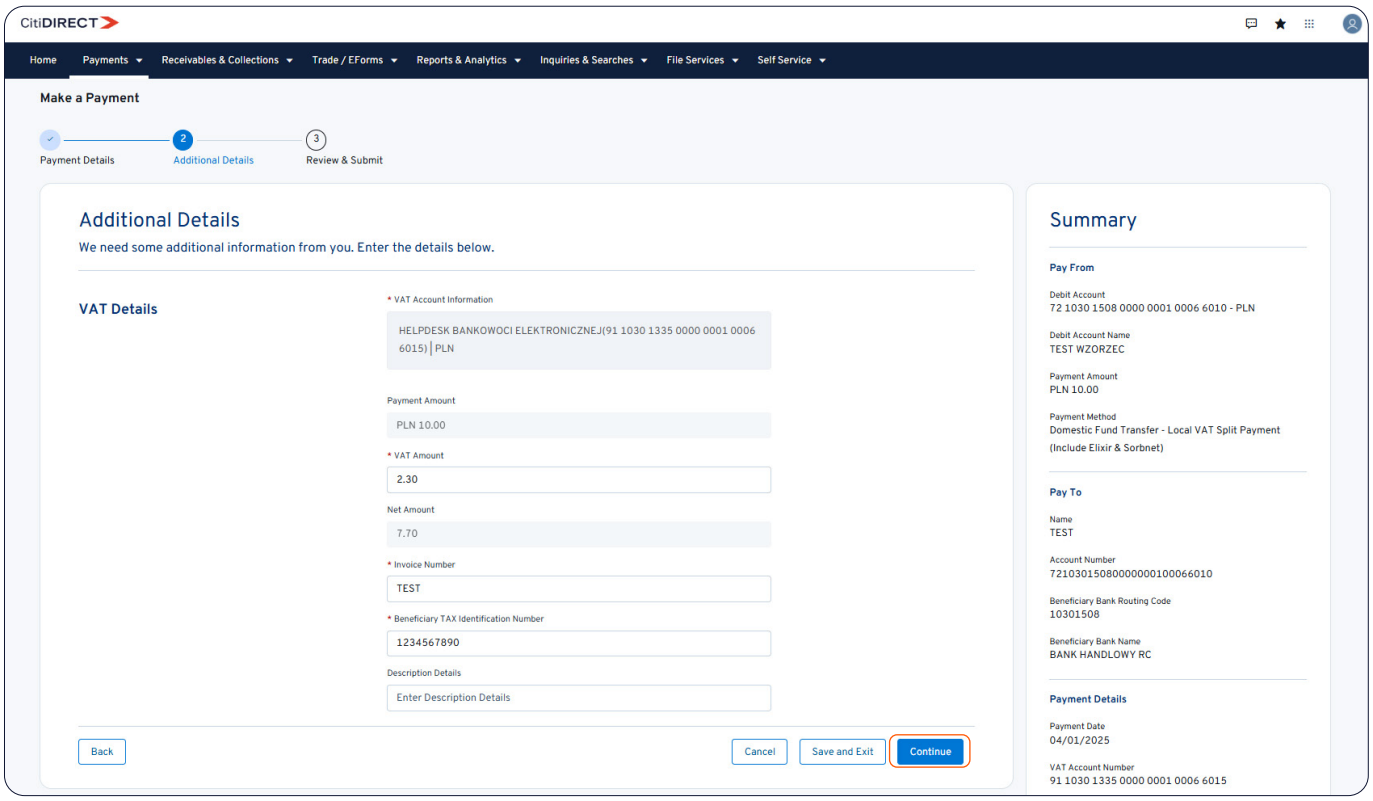


5. Then you need to select the payment details Payment date, Payment system, Payment Details (payment details: these are 4 lines of 35 characters, Express Elixir – select this option to send an Express Elixir transfer (the maximum transfer amount is PLN 100,000, this service must be available in both 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.

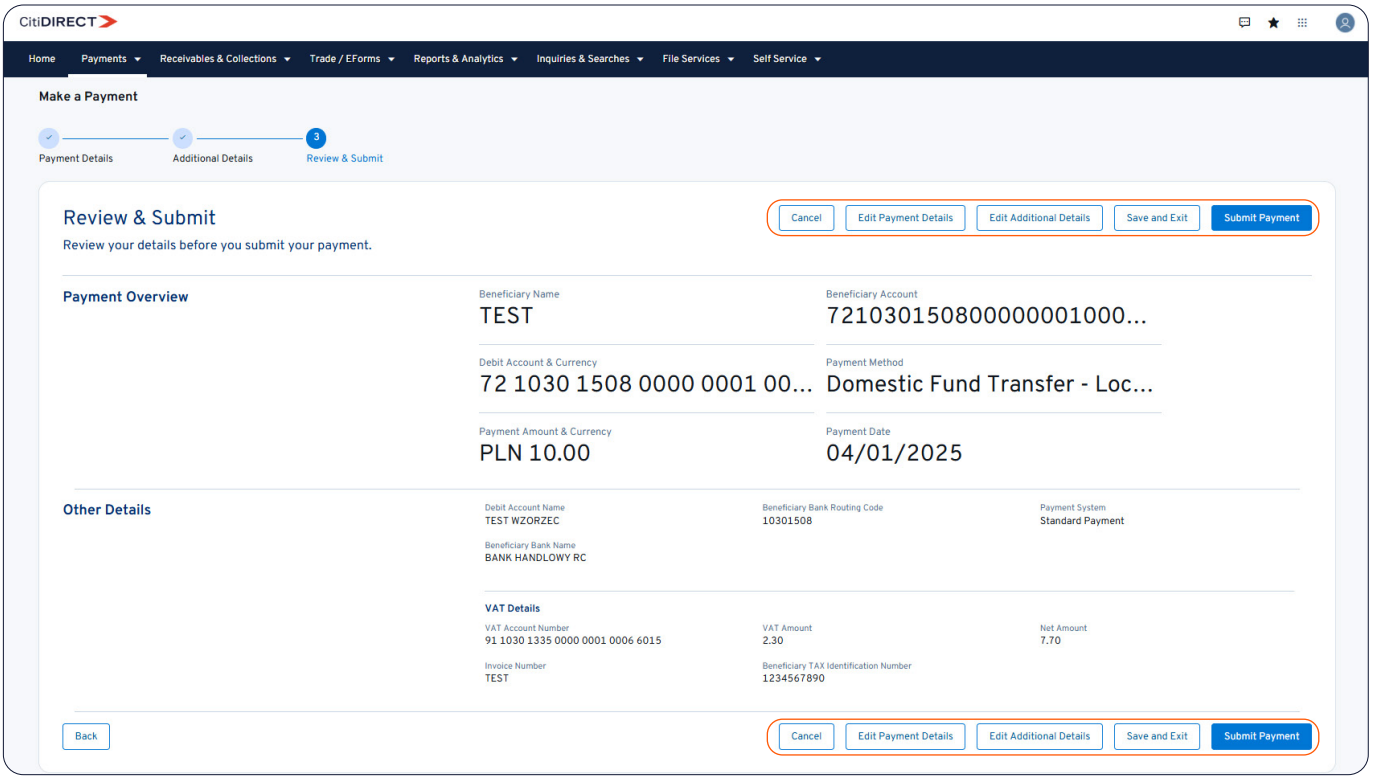


6. The next step is Additional Details. Select VAT Amount, Invoice Number:
   - the number of a single invoice/KSeF number to which the payment applies,
   - the period for which all invoices were issued for the same beneficiary,
   - OWN TRANSFER – transfer of funds from a VAT account to another VAT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

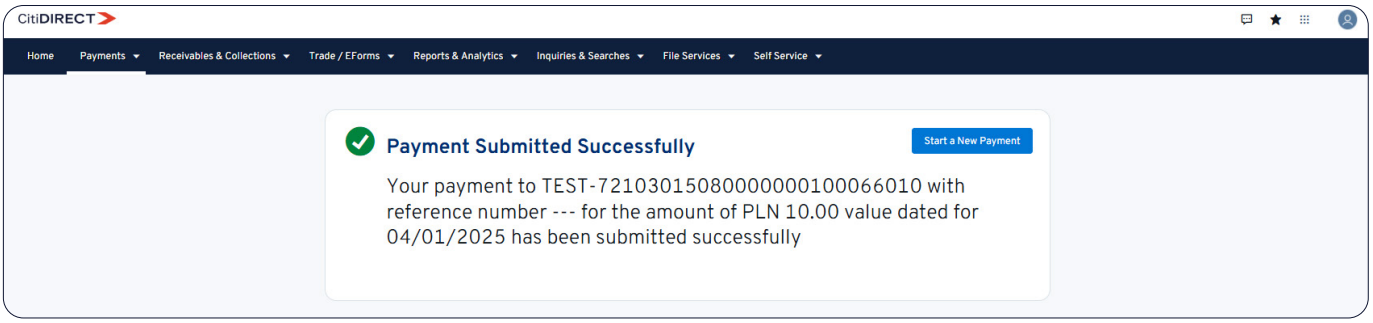
At this stage, you can save the payment under the Save and Exit button. The payment will be entered in the draft version. To proceed, click Continue.



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.



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



If you have any questions, please contact the CitiDirect Technical Support >>

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