Domestic Funds Transfer – Electronic Postal Transfer

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 in PLN.
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:
   - Transaction Reference Number: enter the postal code of the recipient in a single sequence, without a hyphen.
   - Value Date.
   - Payment Details:
     - **Line 1** – Transfer Title
     - **Line 2** – recipient's first and last name, the order is IMPORTANT, e.g. Jan Kowalski.
     - **Line 3** – Street (without "ul."), house/apartment No. or "Poste Restante", and Recipient's ID or PESEL No.
     - **Line 4** – City, and Transfer Type (after "+"):
     - **Z** – oridinary;
     - **ZP** – ordinary against receipt confirmation
     - **R** – Poste Restante,
     - **RP** –Poste Restante against receipt confirmation.
   - Faster Payment – 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 www.expresselixir.pl).
   - Mark this Payment as Important – in the item Payments -> Show all payments. The transaction will be displayed as first.
   - Sorbnet.
9. Enter Beneficiary Details:
   - Beneficiary Name:
     Bank Handlowy w Warszawie S.A.,
     ul. Senatorska 16, 00-923 Warszawa
   - Beneficiary Account Number – if the base number of your account (digits 17 to 23) is:
     00XXXXX (starting with at least 2 zeros) – enter: 471030150800000001000008939,
     0XXXXXX (starting with 1 zero only) – enter: 341030150800000001000008009.

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.

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