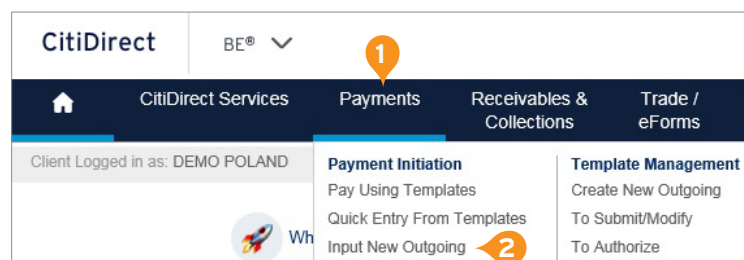


Domestic transfer – cash withdrawal at outlets of Poczta Polska

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** - recipient's first and last name, the order is IMPORTANT, e.g. Kowalski Jan.
- **Line 2** - type and number of ID document: DO - ID card,
- **PA** - passport, **KP** - residence card; followed by a space and number, e.g. DO 123456
- **Line 3** - email address to which the order number will be sent upon accepting the order for execution. Enter (at) instead of "@", and enter a "+" sign instead of an underscore, e.g. an email address jan_nowak@mail.pl should be entered as: jan+nowak(at)mail.pl
- **Line 4** - 9-digit telephone number to which the order number will be sent, e.g. 601234567

- **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** - account number stated in the agreement: 92 1030 1508 0000 0001 0002 7917

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 >>](#)