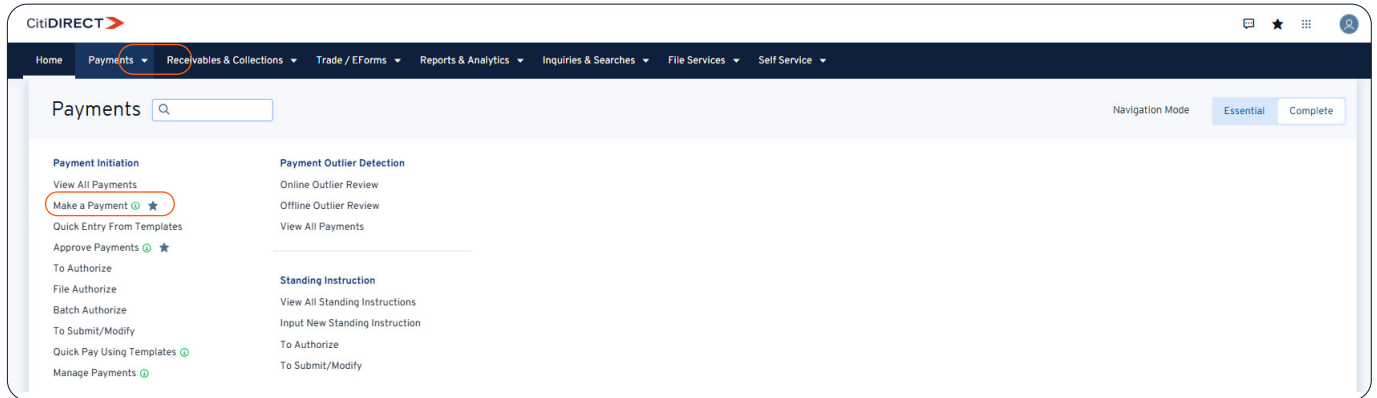
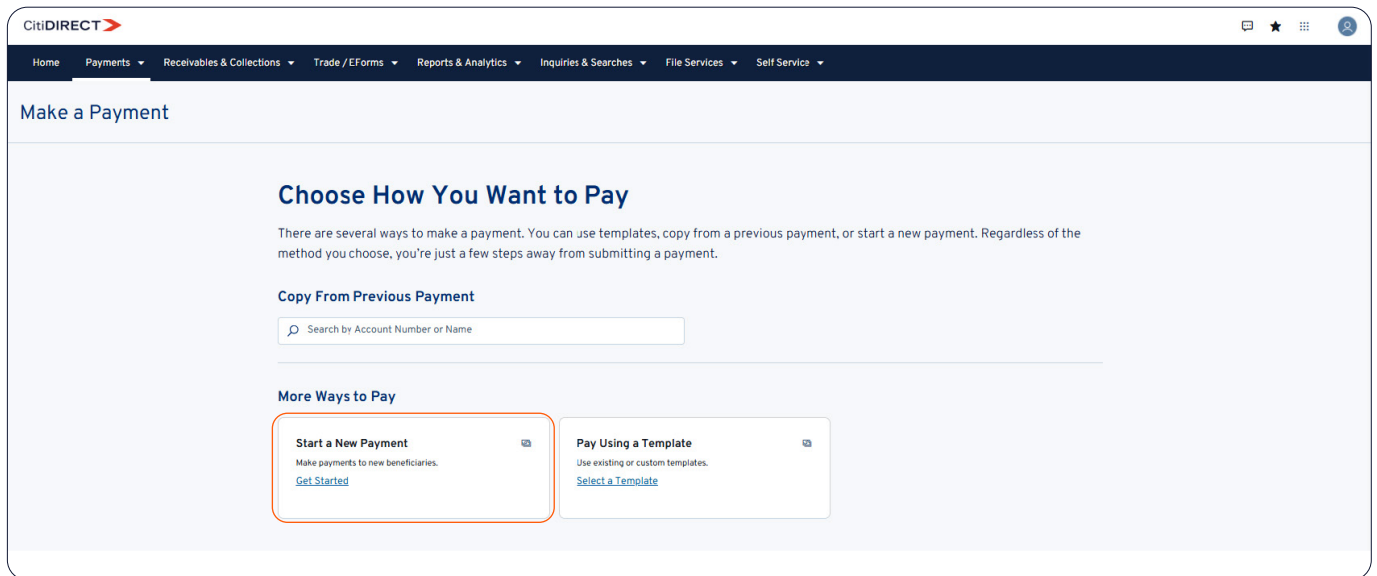


Domestic transfer – Electronic postal transfer

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** (select payment currency other than PLN), and **Payment Method** as **Domestic Fund Transfer – Local Payment (Include Elixir & Sorbnet)**.

Make a Payment

1 Payment Details 2 Additional Details 3 Review & Submit

Payment Details
Enter the payment details to start a new payment. You can also add a new beneficiary.

Pay From

- Debit Account:** TEST WZORZEC (72 1030 1508 0000 0001 0006 6010) | PLN
- Payment Amount:** zł 10.00 PLN
- Payment Method:** Select Payment Method
 - Domestic Fund Transfer - Local Payment (Include Elixir & Sorbnet)
 - Domestic Fund Transfer - Local VAT Split Payment (Include Elixir & Sorbnet)
 - Domestic Fund Transfer - Tax Payment

Summary

Pay From

Debit Account
72 1030 1508 0000 0001 0006 6010 - PLN

Debit Account Name
TEST WZORZEC

Payment Amount
PLN 10.00

Total Amount
PLN 10.00

4. Select **Enter beneficiary details**. A window will appear on the right. Enter the beneficiary details:

- **Beneficiary Name:**
Bank Handlowy w Warszawie S.A. ul. Senatorska 16, 00-923 Warszawa
- **Beneficiary account number** - If your account base number (characters 17 to 23) is in the format:
 - 00XXXXXX (minimum 2 zeros at the beginning) – enter: 47103015080000000100008939,
 - 0XXXXXX (exactly 1 zero at the beginning) – enter: 34103015080000000100008009.

Make a Payment

1 Payment Details 2 Additional Details 3 Review & Submit

Payment Details
Enter the payment details to start a new payment. You can also add a new beneficiary.

Pay From

- Debit Account:** TEST WZORZEC (72 1030 1508 0000 0001 0006 6010) | PLN
- Payment Amount:** zł 10.00 PLN
- Payment Method:** Domestic Fund Transfer - Local Payment (Include Elixir & Sorbnet)

Pay To **Enter Beneficiary Details**

Payment Details

Payment Date Earliest Select Date
04/03/2025

Payment System Standard Payment Faster Payment (Express Elixir) High Value Payment (Sorbnet)

Transaction Reference Number
Will be auto generated

Payment Details
Comments

Beneficiary Details

Beneficiary Account Details

- Name:** TEST
- Account Number:** 34103015080000000100008009
- Bank Routing Code:** 10301508
- Bank Name:** BANK HANDLOWY RC

Other Beneficiary Details

Beneficiary Address Line 1
Enter Beneficiary Address Line 1

Beneficiary Address Line 2
Enter Beneficiary Address Line 2

5. Next, select your payment details. Enter **Payment Date**, **Payment System**, **Transaction Reference Number** (if enabled, enter any string up to 10 characters. Depending on your settings, it may be automatically generated by the system), and **Payment Details**.

- **Line 1** – transfer title
- **Line 2** – recipient’s name and surname, the order is IMPORTANT, e.g. Jan Kowalski
- **Line 3** – street (without “ul.”), house and apartment number or „poste restante” and recipient’s ID number or PESEL number
- **Line 4** – city and, after the “+” sign, the transfer type: Z – standard; ZP – standard with confirmation of receipt, R – poste restante, RP – poste restante with confirmation of receipt.

Then click **Continue**.

Payment Details

Payment Date ⓘ

Earliest Select Date

03/31/2025 📅

* Payment System

Standard Payment Faster Payment (Express Elixir) High Value Payment (Sorbnet)

Transaction Reference Number

Will be auto generated

Payment Details

Comments

Cancel Continue

6. The next step is [Additional Details](#). You can mark a given payment as important. A description of this feature can be found under the [i](#) symbol. At this stage, you can save the payment by clicking [Save and Exit](#). The payment will be saved as a draft.

Make a Payment

1 Payment Details 2 **Additional Details** 3 Review & Submit

Additional Details

We need some additional information from you. Enter the details below.

Optional Information

Do you want to mark this payment as confidential? ⓘ
 No

Do you want to mark this payment as important? ⓘ
 No

[Back](#) [Cancel](#) [Save and Exit](#) [Continue](#)

7. The final step of the payment process is the summary. At this stage, you can [Cancel](#) the payment, return to editing by clicking [Edit Payment Details](#) or [Edit Additional Details](#). You can save the payment as a draft by clicking [Save and Exit](#). Click [Submit Payment](#) to enter the payment into the system.

Make a Payment

1 Payment Details 2 Additional Details 3 **Review & Submit**

Review & Submit

Review your details before you submit your payment.

[Cancel](#) [Edit Payment Details](#) [Edit Additional Details](#) [Save and Exit](#) [Submit Payment](#)

Payment Overview	
Beneficiary Name TEST	Beneficiary Account 341030150800000001000...
Debit Account & Currency 72 1030 1508 0000 0001 00...	Payment Method Domestic Fund Transfer - Loc...
Payment Amount & Currency PLN 10.00	Payment Date 04/03/2025

Other Details		
Debit Account Name TEST WZORZEC	Payment System Standard Payment	Beneficiary Bank Routing Code 10301508
Beneficiary Bank Name BANK HANDLOWY RC	Confidential No	Mark as Important No

[Back](#) [Cancel](#) [Edit Payment Details](#) [Edit Additional Details](#) [Save and Exit](#) [Submit Payment](#)

8. After clicking [Submit payment](#), confirmation of payment entry will appear.

