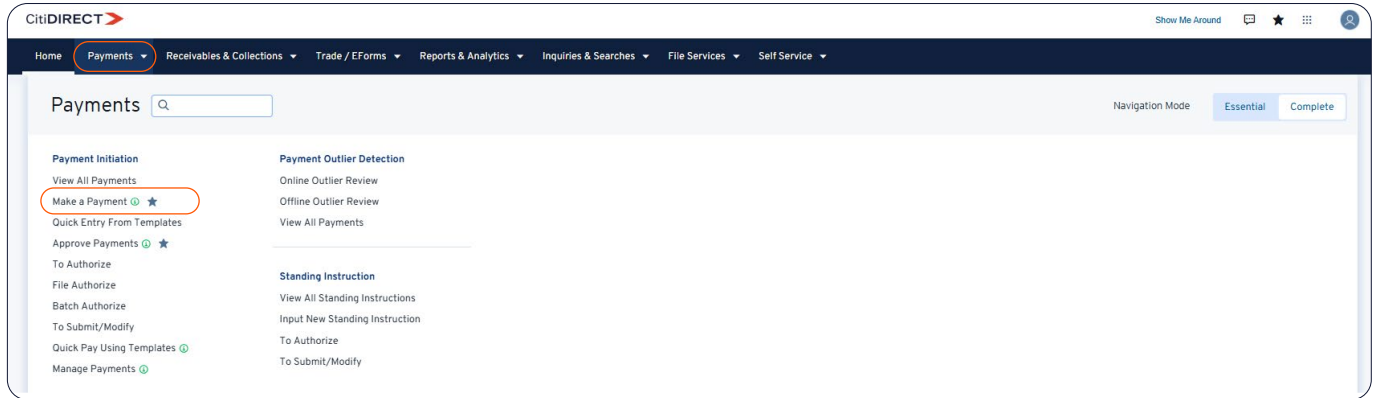
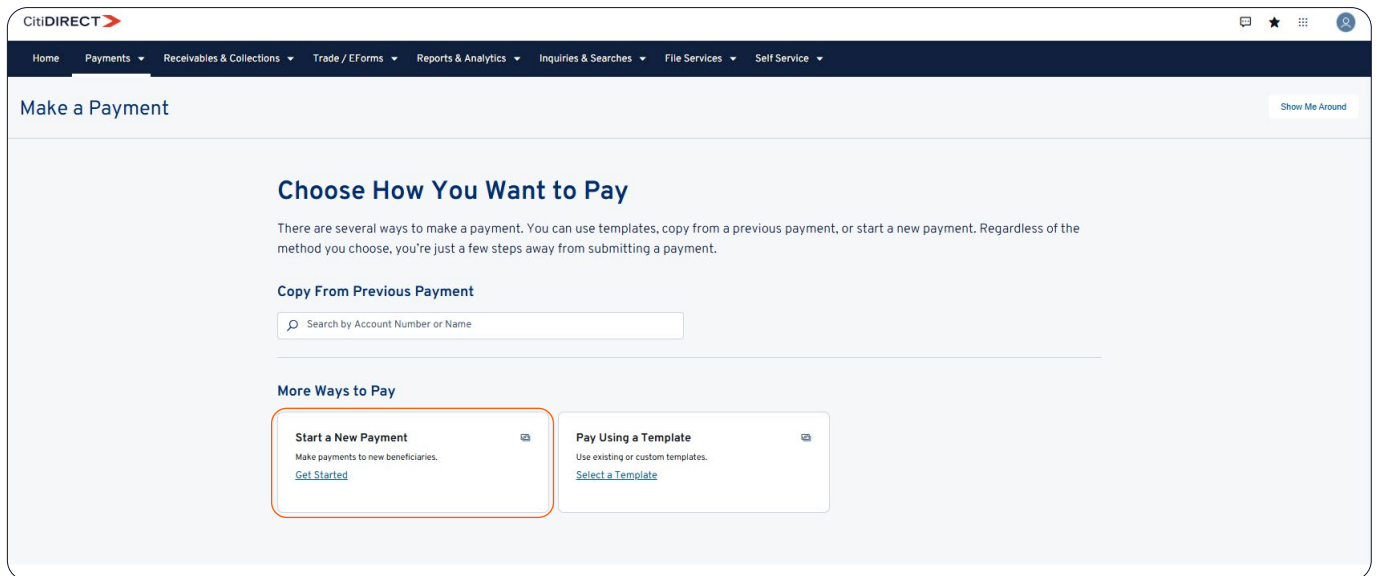


Domestic Funds Transfer – Tax Payment

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, Currency, and Payment Method as Domestic Funds Transfer – Tax Payment.

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 - 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 option Enter Beneficiary Details. A window will appear on the right. Enter the Tax Office Account Number.

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 - Tax Payment

Pay To: Enter Beneficiary Details

Payment Details

Payment Date: Earliest Select Date
04/01/2025
Transaction Reference Number: Will be auto generated

Beneficiary Details

Beneficiary Account Details

- * Tax Office Account Number: 22101000712223281337000000
- Tax Office Bank Routing Code: 10100071
- Tax Office Bank Name: NBP CENTRALA B2B
- * Beneficiary Name: Urząd Skarbowy
- Beneficiary Address Line 1: Enter Beneficiary Address Line 1
- Beneficiary Address Line 2: Enter Beneficiary Address Line 2

5. Then you need to select the payment details. Fill in **Payment date** 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**.

Payment Details


Payment Date ⓘ
 Earliest Select Date

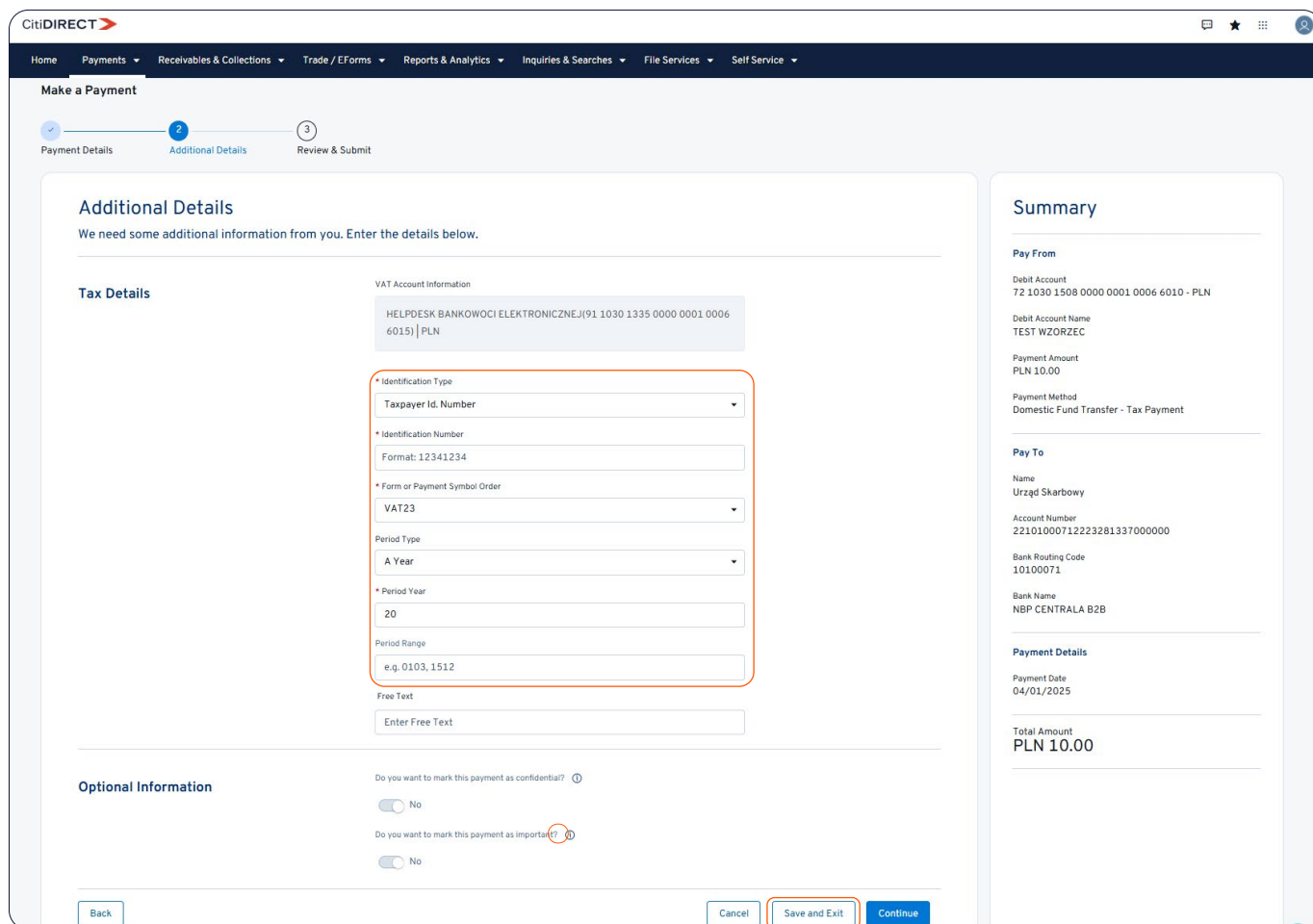
04/01/2025 📅

Transaction Reference Number
Will be auto generated

6. The next step is **Additional Details**. Enter tax details:



- **Identification Type**
- **Identification Number** – enter the number of the selected identifier in one line without spaces or dashes.
- **Form or Payment Symbol Order** – select the tax type from the list. Available items depend on the account number of the tax office to which you are making the payment. For payment symbols VAT, PIT, excise tax, transfers are processed in accordance with the requirements adopted for the Split Payment Mechanism.
- **Period Type**
- **Year** – if you have selected the period type year – enter the last 2 digits.
- Period range depends on the selected Period Type, enter:
 - Decade/Day** – 4 digits - day/decade number and month number, e.g. 0103;
 - Quarter/Month/Half-year** – 2 digits;
 - Year** – leave the field blank.

You can mark a given payment as important. The description of this function can be found under the sign . At this stage, you can save the payment under the **Save and Exit** button. The payment will be entered in the draft version.



The screenshot shows the 'Make a Payment' interface in CitiDIRECT. The 'Additional Details' step is active, indicated by a blue circle with the number 2. The interface is divided into two main sections: 'Additional Details' and 'Summary'.

Additional Details Section:

- Tax Details:**
 - VAT Account Information:** HELPDESK BANKOWOCI ELEKTRONICZNE.J|91 1030 1335 0000 0001 0006 6015| PLN
 - Identification Type:** Taxpayer Id. Number (dropdown menu)
 - Identification Number:** Format: 12341234 (text input)
 - Form or Payment Symbol Order:** VAT23 (dropdown menu)
 - Period Type:** A Year (dropdown menu)
 - Period Year:** 20 (text input)
 - Period Range:** e.g. 0103, 1512 (text input)
 - Free Text:** Enter Free Text (text input)
- Optional Information:**
 - Do you want to mark this payment as confidential?  No
 - Do you want to mark this payment as important?  No

Summary Section:

- Pay From:**
 - Debit Account: 72 1030 1508 0000 0001 0006 6010 - PLN
 - Debit Account Name: TEST WZORZEC
 - Payment Amount: PLN 10.00
 - Payment Method: Domestic Fund Transfer - Tax Payment
- Pay To:**
 - Name: Urzgd Skarbowy
 - Account Number: 22101000712223281337000000
 - Bank Routing Code: 10100071
 - Bank Name: NBP CENTRALA B2B
- Payment Details:**
 - Payment Date: 04/01/2025
 - Total Amount: PLN 10.00

At the bottom of the interface, there are four buttons: 'Back', 'Cancel', 'Save and Exit', and 'Continue'. The 'Save and Exit' button is highlighted with a red box.

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.