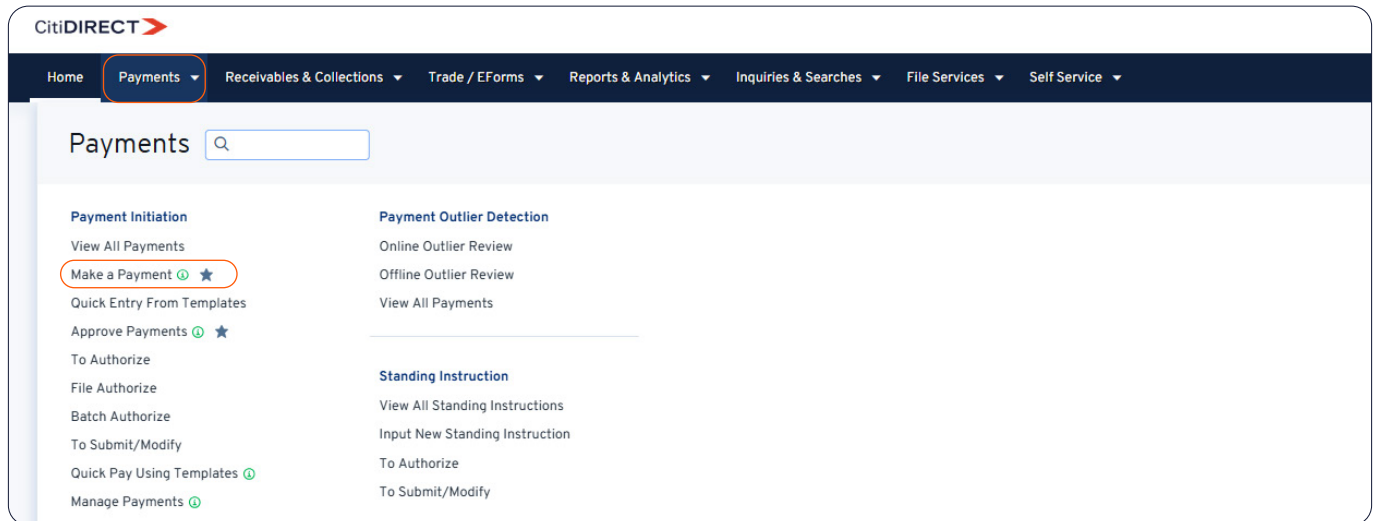
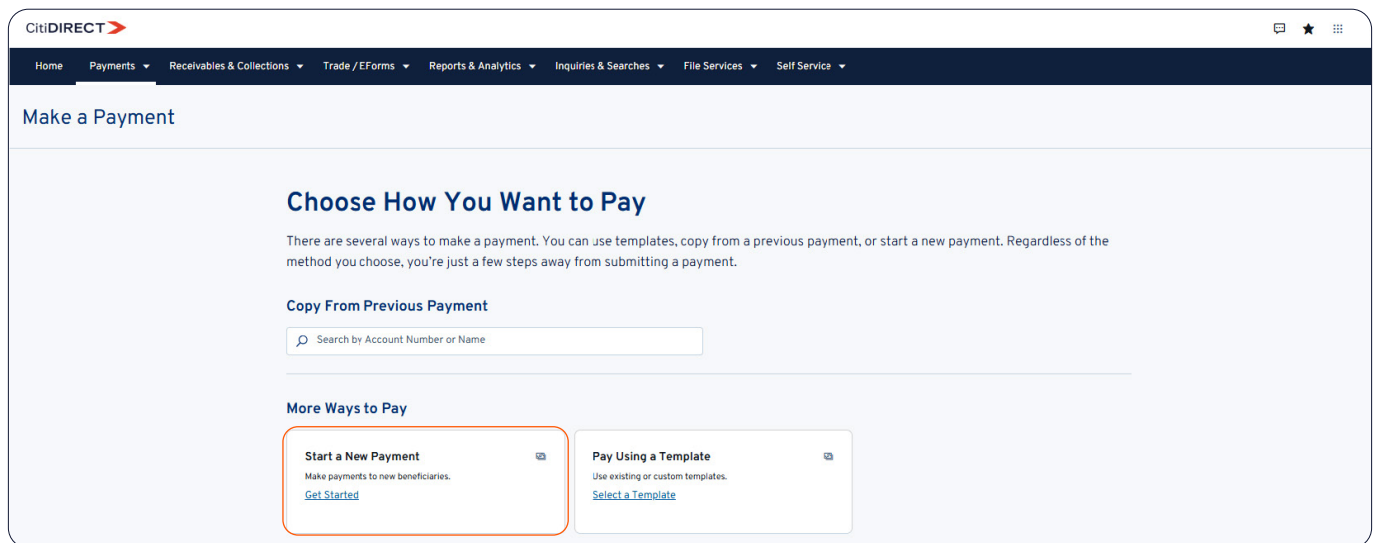


SEPA Transfer

1. Select **Payments** from the main menu. In the **Payments** tab, select **Make a payment**.



2. Select **Start a new payment**.



3. Select **Debit account**, **Amount and currency** (SEPA payment is only available in EUR currency) and **Payment method** as **SEPA – Credit Transfer** or **SEPA – Credit Transfer – Same day**.

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: € 10.00 EUR
- * Payment Method: SEPA - Credit Transfer

Summary

Pay From

Debit Account
72 1030 1508 0000 0001 0006 6010 - PLN

Debit Account Name
TEST WZORZEC

Payment Amount
EUR 10.00

Total Amount
EUR 10.00

4. Select **Enter beneficiary details**. A window will appear on the right. Enter **Beneficiary name**, **Account number** and **Beneficiary bank**, where you can choose either **Bank sort code** – for this selection, you must select **Payment country** and **Bank sort code** – or **Bank details**, where you need the **Beneficiary bank name**.

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: € 10.00 EUR
- * Payment Method: SEPA - Credit Transfer

Pay To Enter Beneficiary Details

Beneficiary Details

Beneficiary Account Details

- * Name: TEST
- * IBAN Number: PLT210301508000000100066010
- Beneficiary Bank Country: POLAND
- Bank Routing Code: CITPLPX

Other Beneficiary Details

- Beneficiary Address Line 1: Enter Beneficiary Address Line 1
- Beneficiary Address Line 2: Enter Beneficiary Address Line 2
- Beneficiary Country: Search Country

- Next, select the payment details: **Payment Date** and **Transaction Reference Number** (if this option is enabled, enter any string up to 10 characters long. Depending on your settings, it may be automatically generated by the system). Then click **Continue**.

Payment Details

Payment Date ⓘ

Earliest Select Date

06/27/2025 📅

Transaction Reference Number

Will be auto generated

Customer Reference Number

Enter Customer Reference Number

Cancel Continue

- The next step is **Additional Details**. To add a transaction description, go to the **Transaction Information** tab. Fields not marked with a red star are optional. Complete this only at the customer's express request. You can mark a given payment as important. A description of this function can be found under the ⓘ symbol. At this stage, you can save the payment using the **Save and Exit** button. The payment will be saved as a draft.

CitiDIRECT
🗨️ ⭐ ☰ 🔄

Home Payments Receivables & Collections Trade / EForms Reports & Analytics Inquiries & Searches File Services Self Service

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.

Payment Details Add Ordering Party

Purpose of Payment

Purpose of Transaction Code
 ▼

Category Purpose Code
 ▼

Additional SEPA Information

Beneficiary & Ultimate Beneficiary ID Enter Details

Ordering Party & Ultimate Debtor ID Enter Details

Remittance Information Enter Details

Local Instrument Enter Details

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

Summary

Pay From

Debit Account
72 1030 1508 0000 0001 0006 6010 - PLN

Debit Account Name
TEST WZORZEC

Payment Amount
EUR 10.00

Payment Method
SEPA - Credit Transfer

Pay To

Name
TEST

Account Number
PL72103015080000000100066010

Beneficiary Bank Routing Code
CITIPLPX

Beneficiary Bank Name
BANK HANDLOWY W WARSZAWIE SA

Payment Details

Payment Date
06/27/2025

Total Amount
EUR 10.00

Quick Submit

3

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](#). The [Submit Payment](#) button will enter the payment into the system.

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