Domestic Funds Transfer – Local VAT Split Payment
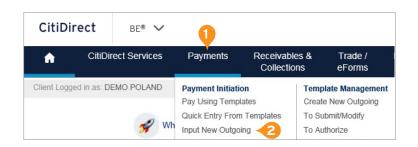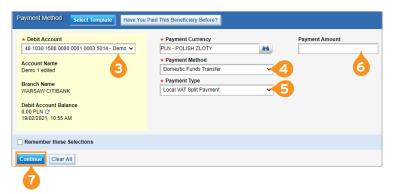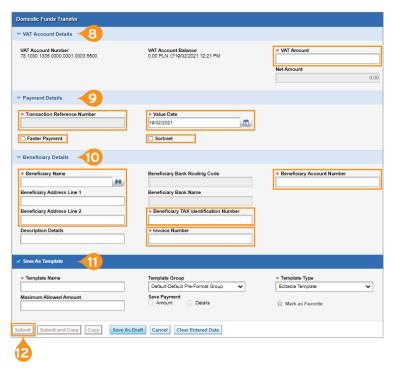
1. In the main menu, select the tab Payments.
2. In the tab Payments, select the option Input New Outgoing.
3. Select Account to be debited in PLN.
4. Select Domestic Funds Transfer.
5. Select Local VAT Split Payment.
6. Enter Payment Amount.
7. You can select "Remember these Selections" – this way these parameters will be entered automatically. Otherwise, select Continue.
8. Enter VAT Account Details:
   • VAT Amount.
9. Enter Payment Details:
   • Transaction Reference Number – if this option is available, enter any sequence up to 10 characters.
   • Value Date.
   • 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).
   • Sorbnet.
10. Enter Beneficiary Details:
    • Beneficiary Name.
    • Beneficiary Account Number should be entered in a single sequence, without spaces, in a 26-digit or IBAN format.
    • Beneficiary TAX Identification Number: NIP
    • Invoice Number:
      - number of a single invoice to be paid,
      - period for which all invoices were issued for the same Beneficiary,
      - PRZEKAZANIE WŁASNE- transfer between own account – transferring funds from one VAT account to another of the same VAT account holder, maintained by the same bank.
11. If you wish to save a payment as a template, tick the option Save As Template and complete the details.
12. Select Submit in order to enter the transaction.

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