Cross Border Funds Transfer

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.
4. Select Payment Currency other than PLN.
5. Select Cross Border Funds Transfer.
6. Enter Payment Amount.
7. You can select "Remember my choices"– this way these parameters will be entered automatically. Otherwise, select Continue.
8. Enter Payment Details:
   - Transaction Reference Number – if this option is available, enter any sequence up to 10 characters.
   - Debit Value Date – transaction execution date.
   - Payment Details: 3 lines, 35 characters each.
   - Charges Indicator: define the payer of the fees:
     - Beneficiary – all fees to be paid by the recipient.
     - OUR – all fees to be paid by the ordering party.
     - Shared – each party is to pay the fees of its bank.
   - Charges Account: select the account to be debited with the fees. By default, the system will choose the debited account.
   - Mark this Payment as Important – in the item Payments –> Show all payments. The transaction will be displayed as first.
   - Other Instructions: additional instructions for the bank. Here, you may enter, for example:
     - **VD0** – the beneficiary's account will be credited on the transfer execution date.
     - **VD1** – the beneficiary's account will be credited on the next day after the transfer execution date.
     - **Currency conversion** – specify the currency rate you have agreed and the name of the bank's employee who has signed the contract.
     - **TARGET2** – the payment can be executed only in EUR, and if the charging option "Shared" has been selected
9. Enter Beneficiary Details:
   - Beneficiary Name.
   - Beneficiary Bank Routing Method.
   - Beneficiary Bank Routing Code – enter the code of the beneficiary's bank (e.g. SWIFT), and the bank's name will be filled automatically. Do not fill out this field manually.

- <u>Beneficiary Account Number</u> – enter the account number in the international standard used in a given country, e.g. enter IBAN for EU member states.
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 ››