

The order to generate bank statements in the saf-t format via ING Business

Use the User's Guide if you want to have bank statements generated in the Standard Audit File for Tax (SAF-T) format.

STEP 1

Go to www.ingbusiness.pl and under Log in to ING Business click the right button to log in to the system:

- **Entry (login and password)** or
- **Entry (eToken/card).**

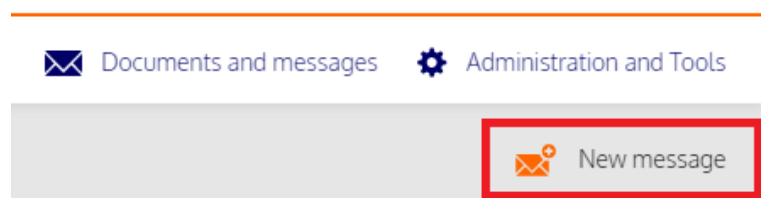
STEP 2

In the top menu, click **Documents and messages**.



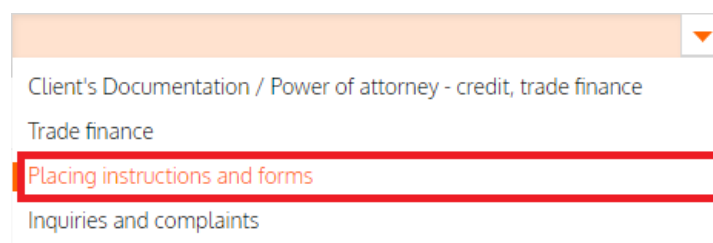
STEP 3

Next, click **New message**.



STEP 4

Select the group of messages **Placing instructions and forms**.



STEP 5

As the subject, enter: **Generating bank statements in the SAF-T format.**

STEP 6


In the text, you need to enter the following data:


1. Account number/numbers and the period for which the SAF-T bank statement is to be generated.
2. Address data of the client (the company on behalf of which you are applying):
 - 1) Province
 - 2) County
 - 3) Municipality
 - 4) Street
 - 5) House/block no.
 - 6) Establishment no.
 - 7) Town/city
 - 8) Postal code
 - 9) Post office
3. Competent Tax Office

Note! The Statistical Identification Number (REGON) in the SAF-T bank statement is an optional field – it is not required by the Ministry of Finance. If you want the Statistical Identification Number (REGON) of your business to be entered, add it to the above list.

STEP 7

The checkbox **Message signed in accordance with the representation. With the option, we will process the instruction without requesting its hard copy original** does not have to be ticked – it has no bearing on the case progress. However, if you tick the checkbox, the message will have to be signed in accordance with the representation.



 New message

Group

Placing instructions and forms


Generating statement in JPF format

1. Account number and time

2. Address data

☒ Message signed in accordance with the representation. With this option we will process the instruction without requiring a hard copy original.

Attachments

 Add attachment

Approve

Having completed the form, click the **Approve** button.

STEP 8

Verify the text of the message and then click the **Send** button.

Message details	
Subject	
Generating statement in JPK format	
<hr/>	
1. Account number and period	
2. Address data	
Sender:	NOWAK ANNA
<hr/>	

Send

Should you have any questions please call ING Business Centre: +48 32 357 00 24 or 801 242 242 or write to us at: bc@ingbank.pl. Our relationship managers are available on business days Monday through Friday from 8:00 a.m. to 6:00 p.m.