

# Instructions for Transferring Payments to the PPK

The following rules for transferring payments to the PPK are designed to minimise discrepancies in the contributions lists and transfers provided, allowing the faster settlement of payments to the accounts of PPK participants.

## 1) Please submit a list of contributions on the date on which you submit PPK contributions payments.

Where this is not possible, make a request for the interval between sending the list of contributions and making a transfer, to be as short as possible.

## 2) The amount of the payment should be in line with the list of contributions.

The System will automatically settle the transfer the amount of which is consistent with the list of contributions sent. Where multiple lists of contributions are sent, please make separate transfers under each list and ascribe a reference number to each transfer\* for the respective list of contributions.

## 3) The amount to be paid is not in line with the list of contributions.

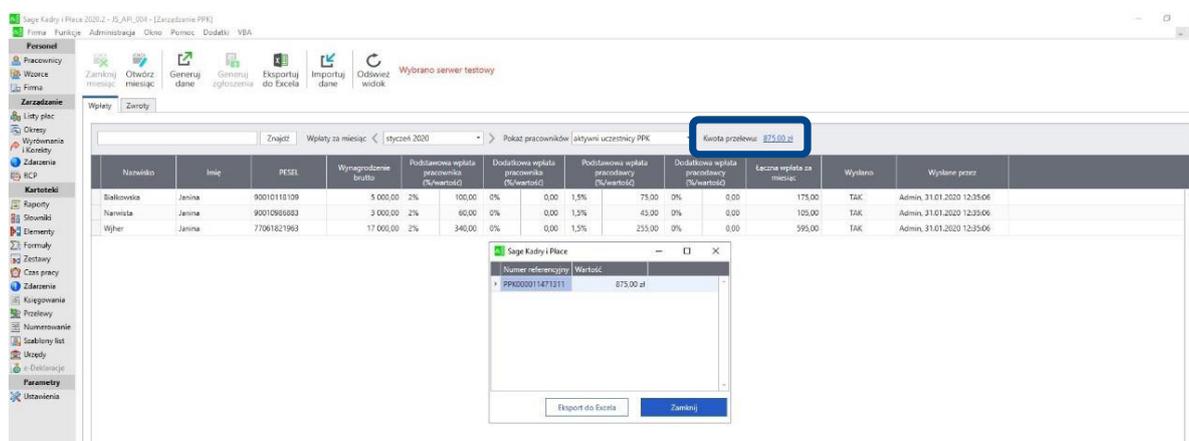
In the event of a payment that does not comply with the list of contributions, the title of the transfer will be verified; this should include the reference number of the list of contributions. The number of contributions received should then be checked:

- where the transfer amount is higher than as reported in the list of contributions, the list will be cleared and the surplus will be returned to the employer's bank account from which the transfer was received,
- where the transfer amount is lower than as reported in the list of contributions, then the employer will be contacted to explain if the surcharge will have to be paid.

In the absence of a reference number in the title of the transfer, the payment will automatically be returned to the bank account of the employer from whom it was received.

\*The reference number is displayed:

- in the **PPK service** app - in the list of Contributions tab > by clicking on the details of the List showing the status as "sent".
- in the **Comarch PPK** application - in the section "Bank transfers to be made" - a column, entitled, "For the transfer of contributions", is displayed. Additionally, the title of the transfer can be found in the shipping history, in each of the contributions.
- in the **Sage HR and payroll** app, it also shows upon clicking the transfer amount.



In case of technical problems with the PPK Service, please contact:

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If you have other questions, please contact us:

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