



## Citi Treasury & Trade Solutions

### Citibank Accounts Domiciled in Europe

#### Audit Confirmations

#### Confirmation – Steps for audit requests



#### Scope of the Process

This document is intended for auditors of clients of Citi Treasury and Trade Services seeking to confirm balances for accounts held with Citi branches in Western Europe (Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Jersey, Luxembourg, Netherlands, Norway, Portugal, UK, Spain, Sweden).

To avoid duplication, requests should be raised on a client legal entity basis and not by individual account.

Balances are limited to the confirmation of Cash Accounts, Trades, Loans and Securities, other balances may be provided on an exceptional basis. A sample reporting for these balances should be included in the request form to facilitate support.

#### How to Submit Accounts Domiciled in Europe Confirmation Requests

1. Log in to Confirmation
  
2. From the main Dashboard, select the client's name to display the Client Profile tab.
  
3. From Step 2 – Accounts – click Add.

ACCOUNTS		STEP ②
	Financial	4
	Accounts Receivable	0
	Accounts Payable	0
	Employee Benefits	0
	Legal	0

**add** **view all**

4. Select Financial.

Add New Account for Underground close

**1 Choose Type**

**2 Select Responder**

**3 Add Account**

**4 Review**

Select the type of confirmation you would like to create:

**Financial**  
Choose this for bank confirmations or similar. Examples include Asset confirmations, liability confirmations, and other instruments held by financial institutions.

**Accounts Receivable**  
Choose this for Accounts Receivable confirmations.

**Accounts Payable**  
Choose this for Accounts Payable confirmations.

5. From the Financial Responder search box, enter **Accounts Domiciled in Europe**. Click search.

6. Select **Accounts Domiciled in Europe** from the list. Review the bank's information, including the **Responder Instructions**, acknowledge you have read the instructions and click next to continue.

Add New Account for Underground close

**1 Choose Type**

**2 Select Responder**

**3 Add Account**

**4 Review**

Search and select a Financial responder:

Search  search add new import  
2 results found.

Review the selected responder details below and select next to continue:

 Citibank - Accounts Domiciled in Europe  
London,  
London, E14 5LB  
United Kingdom  
FDIC: 100934789

**Responder Instructions:**  
Please submit a single consolidated request for each legal entity. This department covers the following 18 European countries only: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Jersey, Luxembourg, Netherlands, Norway, Portugal, UK, Spain, Sweden, and Switzerland. To avoid delay please provide the name of the Citi Relationship Manager on all requests. Requests submitted without this information will be returned. Duplicate requests will be denied.

**Accepted Forms:**  
Consolidated  
Money Market Fund  
MMKT Demand Account (MMDA)  
Time Deposit

By checking the box, I acknowledge that I have read the responder instructions.

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back next

7. From the next screen, click the form drop-down menu and select **Consolidated** as the form type. Any field with a red asterisk is required. Complete the form and click Save at the bottom of the screen. \*Note: Ensure the correct form selection is selected as this field determines which group the request is routed to. If you do not select this form type, your request will be routed to the wrong group and will be denied.

Add New Account for Underground close

**1 Choose Type**

**2 Select Responder**

**3 Add Account**

**4 Review**

**Add Account**

**Financial Responder:**  
Citibank - Accounts Domiciled in Europe  
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London, E14 5LB  
United Kingdom  
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**Form \***

**Important:** The Consolidated form asks the responder, and participating departments, to perform a search of ALL client data based on the information provided below. This form does not guarantee all client data will be retrieved, but asks the responder to use best efforts based on the data available to them.

Account ID \*

Account Name

Product Type

Attachments Files are purged from the account 120 days after their upload date.

File Name	Date	Size	User Name

**browse/upload** **delete selected** **save & add new**

\* Denotes required field

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**back** **save**

\*If you select any form other than **Consolidated**, such as **Money Market Fund** (highlighted below), then the form will be sent to the **Investment Team - NOT for Cash Accounts, Trades, Loans and Securities**.

Add New Account for Underground close

**1 Choose Type**

**2 Select Responder**

**3 Add Account**

**4 Review**

**Add Account**

**Financial Responder:**  
Citibank - Accounts Domiciled in Europe  
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United Kingdom  
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**Form \***

\* Denotes required field

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**back** **save**

8. Proceed to send the request to the bank as you do for every other financial institution.

For help or inquiries please get in touch with the Confirmation customer support team at  
customer.support@confirmation.com or please call at one of our numbers below  
<https://www.confirmation.com/contact/index.html>