

CONFIRMATION

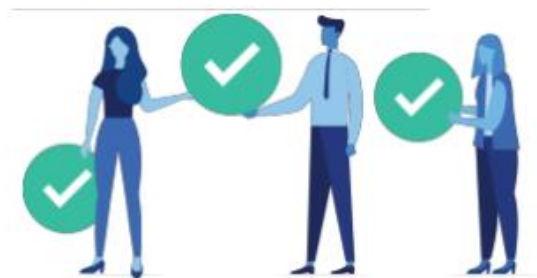
Part of Thomson Reuters

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

searchadd newimport

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.

 In-Network  Out-Of-Network  Paper

back

next

- 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
 London,
 London, E14 5LB
 United Kingdom
FDIC: 100934789

Form *

Consolidated

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

 In-Network
  Out-Of-Network
  Paper

back

save

Add New Account for Underground

close


1 Choose Type

2 Select Responder

3 Add Account

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Add Account





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

Form *

-- select confirmation type --

-- select confirmation type --
 Consolidated
Money Market Fund
 MMKT Demand Account (MMDA)
 Time Deposit

* Denotes required field

 In-Network
  Out-Of-Network
  Paper

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>