Power of Attorney for Payroll Currency Conversion

If your employer has a payroll agreement in place with Citibank, you can set up a power of attorney for the regular conversion of your salary payments to euros or US dollars.

Before doing that, you need to do the following:

1. Contact your employer’s accounting department to agree the terms of conversion.
2. Check “Accounts” to see if you have an open Citibank account in the respective currency and, if not, submit an account request via Citibank Online (the account opening will take three business days).

The power of attorney will be valid for three years and may be revoked by you at any time.

The power of attorney needs to be set up/revoked at least three business days prior to salary payment into your account.
Setting up a power of attorney

1. Go to “Service Center” and choose “Write to us”.

Set up your power of attorney now
Under “Order Document/Send Request”, choose:

- **Product type** – “Debit card”.
- **Subject** — “FX power of attorney to the employer”.

If you have more than one employer, you need to set up a separate power of attorney for each of your employers.
Choose:

- **Account/card number** – the account your salary is paid into.
- **Salary conversion** – “I confirm the POA to the employer”.

Include the following text* in the “Message” field:

(All text in blue is to be replaced with the appropriate information.)

Я, ФИО, настоящим уполномочива
наименование Компании-работодателя
dать распоряжения АО КБ «Ситибанк»
о конвертации сумм зарплатной платы, перечисляемых Компанией на мой текущий счет в рублях в АО КБ «Ситибанк», в доллары США/Евро, указанных в реестре. Настоящая доверенность выдана «_____»__________________ 201___года без права передоверия. Доверенность действительна три года. Доверенность подписана электронной подписью.

We strongly advise that you use the same wording as above; otherwise, your power attorney will not be accepted.

Click “Next”.

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* Translation for information purposes only:

I, FULL NAME, hereby authorize NAME OF EMPLOYER to instruct AO Citibank to convert any amounts payable by the Employer as per the register into my RUB current account to US dollars/euros. This power of attorney is issued on __________, 201_, carries no right of substitution, will be valid for three years, and is electronically signed.
4 Make sure to check the details of your request. If everything is correct, click “Send”.

5 Your request is received and will be processed within three business days. After your request has been processed, the first conversion authorized by this power of attorney will take place on your next salary date if you have already agreed the terms of conversion with your employer’s accounting department.
Revoking a power of attorney

1. Go to “Service Center” and choose “Write to us”.

If you wish to revoke more than one power of attorney, you need to submit a separate request for each of your powers of attorney.
2. Under “Order Document/Send Request”, choose:
   - **Product type** – “Debit card”
   - **Subject** – “FX power of attorney to the employer”.

   ![Image of Citibank Online service center with options to order a document or send a request](image-url)
3 Choose:

- **Account/card number** – the account your salary is paid into.
- **Salary conversion** – “I revoke the POA to the employer”.

Include the following text* in the “Message” field:

(All text in blue is to be replaced with the appropriate information.)

Я, ФИО, настоящим отменяю доверенность, выданную мной ранее наименование Компаний-работодателя и уполномочивающую давать распоряжения АО КБ «Ситибанк» о конвертации сумм заработной платы, перечисляемых Компанией на мой текущий счет в рублях, в доллары США/Евро, указанных в реестре.

“____”_____________________ 20___года.
Подписано электронной подписью.

We strongly advise that you use the same wording as above; otherwise, your power attorney will not be accepted.

Click “Next”.

* Translation for information purposes only:

I, FULL NAME, hereby revoke my power of attorney given to NAME OF EMPLOYER and authorizing the latter to instruct AO Citibank to convert any amounts payable by the Employer as per the register into my RUB current account to US dollars/euros. Electronically signed on __________, 201_.
4 Make sure to check the details of your request. If everything is correct, click “Send”.

5 Your request is received and will be processed within three business days.

After the request has been processed, your next salary will be paid into your RUB account.