



INWESTYCJE

# Video Transcript – PPK Contribution List

## Speaker 1

In this material, I will show you how to easily prepare and submit a PPK contribution list. Remember that you must first send the contribution list to TFI PZU, and only then transfer the funds based on that list.

After logging in to the e-PPK service, go to the “**Contributions**” tab. You have two options for creating a contribution list:

1. **Creating the list manually**, by entering data for each participant separately, or
2. **Uploading a previously prepared file** containing contribution calculations for all PPK participants.

Let's begin with preparing the list manually, meaning you will enter contribution data for each PPK participant individually.

Select the period to which the contribution list applies — this is the month in which you pay the salary with the calculated PPK contribution.

Click “**Confirm.**”

Now, find the participant who needs to be included in the list by clicking the selection field or entering their first name, last name, or PESEL number.

Enter the amounts you have calculated in the designated fields. You must provide:

- the employer's mandatory contribution,
- the employee's mandatory contribution,
- and, if applicable, any additional employer or employee contributions.

If no additional contributions apply, enter **zero**.

In this section you can also mark the **reduced mandatory employee contribution**. This applies to employees who have submitted a request for reduction because their salary does not exceed 120% of the minimum wage. Such employees may reduce their contribution to 0.5%, while the employer's contribution remains unchanged.

If you are unsure about the amounts you need to enter, use the **contribution calculator**.

Specify the employee's contribution percentage and indicate whether additional contributions apply. If they do not, enter zero.

Then enter the employee's gross salary and click “**Calculate.**”

The calculator will automatically compute the employer and employee contributions.

If you want to add another person, click “**Add Another Person**” and repeat the steps.

Once you are certain that all employees for whom contributions are due have been included, click “**Confirm.**”

Make sure the list contains every participant requiring a contribution.

Then click “**Save.**”

A summary of the created contribution list will be displayed. You can now transfer the payment to the indicated account number for the calculated amount.

Remember to include the **generated contribution list number** in the transfer title.

Click “**Close.**”

From the main “**Contributions**” menu, select “**Create Contribution List from File.**”

You can download an example template and fill it in with the correct data, or download a ready-made file from your payroll/HR system.

Ask your payroll/HR system provider whether the system can generate a contribution file that is compatible with the template provided in the e-PPK service.

The most commonly used template is a **CSV file**. Click to download it to your computer and open the file.

The template contains predefined required fields. Replace them with the participant’s real data and the calculated contribution amounts. Once completed, save the file.

Then drag and drop the file into the designated area or select it from your disk.

Click “**Save File.**”

If your file is correctly prepared, a summary window will appear. You can now transfer the funds to the indicated account and for the specified amount.

Remember to enter the **generated contribution list number** in the transfer title.

You can then close the contribution list window.

A submitted file can always be deleted as long as the status of the contribution list in the system is “**Uploaded.**”

Before uploading a contribution file, you can check whether it was prepared correctly.

To do this, go to the “**Check File**” tab. Drag and drop the prepared file — either from a template or generated directly by your payroll/HR system — and click “**Check File.**”

If the system reports errors, download the **error report** and correct the issues in your file. Then check it again before submitting it in the proper place.