Step 1: Open your PayPal account

Step 2: choose "Direct to Bank"

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Step 3: Click "Agree and continue" to proceed



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Step 4: Select the country you'll be sending money to from drop down list ("Czech Republic")

Step 5: Fill in the correct amount in the CZK box

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Step 6: If you click on "Show Xoom fees for this transaction" below the amount box you can see the extra cost for the transaction:

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	Paying with	Fees in EUR	
	Debit Card	2.99	
	Credit Card*	2.99	
	Bank Account	2.99	
	PayPal balance	2.99	
	*Your credit card company may o	harge a cash advance fee.	
	Fees may vary	by transaction.	
	Learn more about Xoom fe	es and currency exchange.	

Step 7: select the transfer options:

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Step 8: Select bank

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Choose your contact's bank				
All banks Era Air Bank Fio Banka GE Money Bank Komerční Banka mBank Moneta Money Bank Raiffeisen Bank				
Sberbank UniCredit Bank Česká Spořitelna Back				
Need Help? Visit our Help Center	Ema	ail Us	Call	Us

Step 9: Fill in IBAN number:

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A PayPal Service	English +	Help	My Account	Log Out
	Česká Spořitelna change Enter the account information you're sending to			
	Learn more IBAN CZ28 0800 0500 1600 8249 3389 Starts with CZ, followed by 22 digits			
	IBAN Controy East Code CC [65] [0800 0000 1920 0014 5399] CC [65] [0800 0000 1920 0014 5399] Control Number Land			
	Make sure the bank account information is correct and this is a person you know and trust. You may not be able to recover money sent to an account you mistakenly designate.			
	Next			

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	Last Name Symposion			
	Please enter the entire name as it appears on your recipient's bank account.			
	City Prague			
	Phone +420222518535			
	Please include the area code.			
	If you would like your recipient to receive tracking information by email			
	Tips for sending money safely			
	Next			
	Back			

Step 10: Fill in details of recipient as shown

Step 11: Fill in your own details, address and choose your payment method

Step 12: Confirm the transaction

Step 13: Go back to "My Account", choose "Transaction History" and "Print Page" as PDF

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	Transaction f	ee	2.99 EUR	Receiving	details		

Step 14: Send this PDF to Galen Symposion (j.krusina@gsymposion.cz) and mention your registration ID in the e-mail SUBJECT LINE

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