



Utility bills and Taxes in Bulbank Online

Empowering
Communities to Progress.

 **UniCredit Bulbank**

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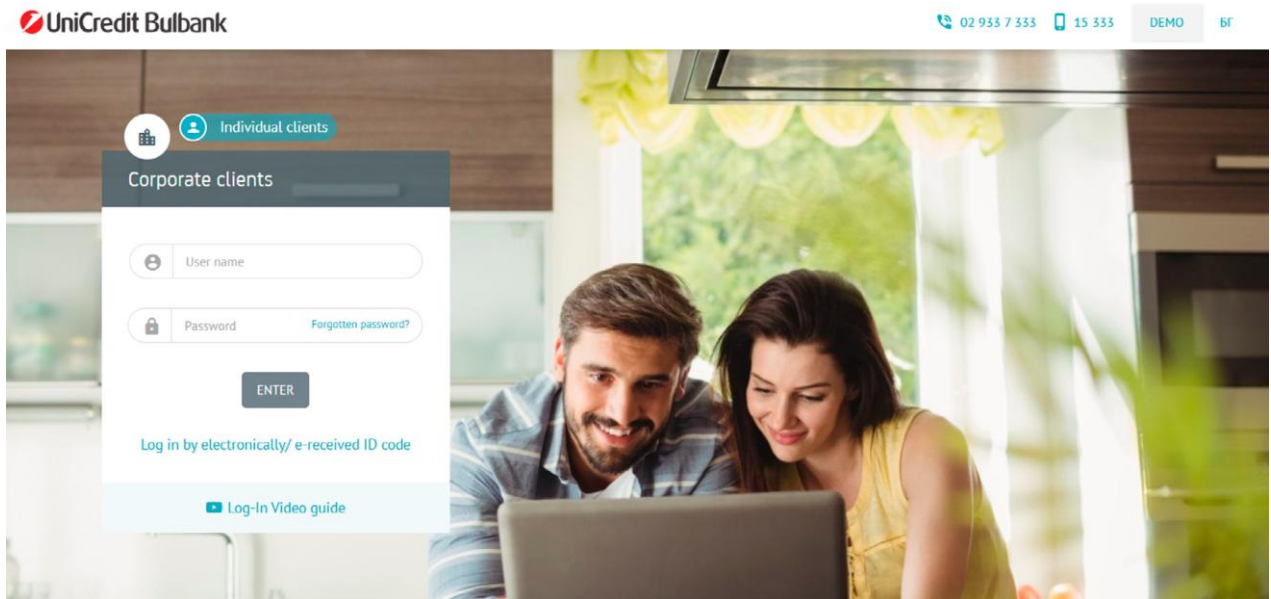
Introduction

In Bulbank Online for legal entities, under the **Payments menu** → **Utility bills and taxes submenu**, a service is available enabling companies to execute one-time payments or to set up subscriptions for the automatic settlement of outstanding liabilities.

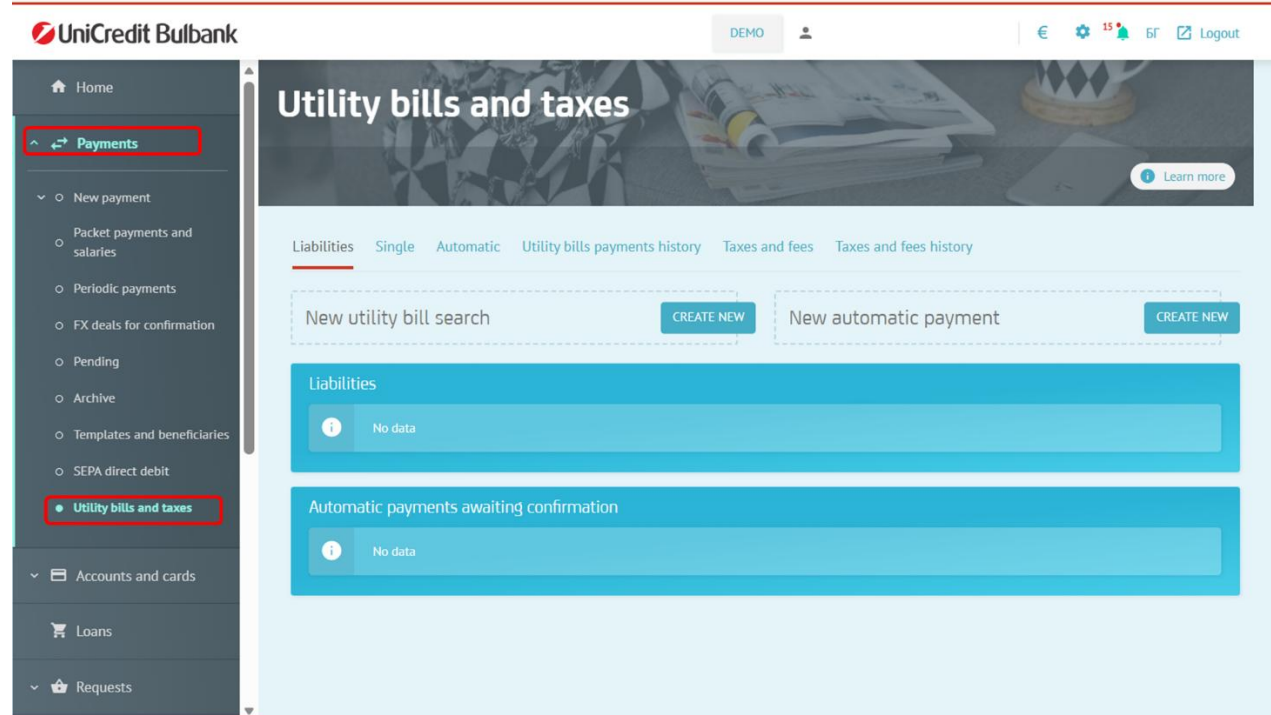
The platform also provides online verification and payment of:

- property tax
- waste collection fee
- vehicle taxes
- pet taxes.

To log in to Bulbank Online, enter your username and password.



After a successful login to Bulbank Online, select the **Payments menu** from the navigation bar. From the **Payments** drop-down menu, select **Utility bills and taxes**.





Utility bills

Adding New Utility Bills and Payments

In the **Utility bills and taxes** submenu, open the *Single* tab (for single payments to service providers) and/or the *Automatic* tab (to set up an automatic payment subscription), and select **CREATE NEW**.

The screenshot shows the UniCredit Bulbank web interface. The top navigation bar includes the logo, 'DEMO', a user profile icon, currency (€), settings, notifications (15), and a language selector (BG). The main content area is titled 'Utility bills and taxes' and features a 'Learn more' button. Below the title, there are tabs for 'Liabilities', 'Single', 'Automatic', 'Utility bills payments history', 'Taxes and fees', and 'Taxes and fees history'. The 'Single' tab is highlighted with a red box. A search bar labeled 'New utility bill search' is present, with a 'CREATE NEW' button to its right, also highlighted with a red box. Below the search bar is a 'Saved searches' section showing 'No data'. The left sidebar contains a menu with 'Utility bills and taxes' highlighted with a red box.

Note: You can also create Single liabilities and/or Automatic payments from the first tab *Liabilities*.

Select the desired service category and choose the service supplier from the drop-down list:

The screenshot shows a 'Search for liability' dialog box. At the top, it says 'Search for liability' with a close button (X). Below this, there are two steps: '1' and '2'. The main section is titled 'Categories and suppliers' with the instruction 'Choose a supplier from one of the categories to pay your bills'. There are six category cards: ELECTRICITY (red icon), HEATING (pink icon), TELECOMS (green icon), WATER (blue icon), GAS (grey icon), and OTHERS (grey icon). The 'WATER' card is selected, and a dropdown menu is open, showing 'SOFIYSKA VODA' as the selected supplier, highlighted with a red box. At the bottom right, there is a 'NEXT' button, also highlighted with a red box.

Enter your **customer details / subscriber number** with the supplier and perform a check for outstanding liabilities.

You can save the entered details as a template for future checks and payments to a specific supplier by selecting **Save as**. In *Additional notification* displayed, you may specify an email address and/or phone number to receive notifications for new obligations.

Search for liability

✓ — 2

SOFIYSKA VODA
Identifier

Single payment

Subscription number

SEARCH

Save as

Short name

Additional notification

✓ SMS

✓ E-mail

Bank client

Language notification
BG

BACK

SAVE

If outstanding liabilities are found, review the details. If there is more than one obligation, you can select which ones you wish to pay.
Complete the payment details in the form, sign, and finalize the payment.

Note: When *Automatic payments* are selected, liabilities are settled automatically and steps above are not required.



Automatic payments

You have the option to set up Automatic Payments from the *Automatic* tab.

The screenshot shows the UniCredit Bulbank interface for 'Utility bills and taxes'. The left sidebar has 'Utility bills and taxes' selected. The main content area has tabs for 'Liabilities', 'Single', 'Automatic', 'Utility bills payments history', 'Taxes and fees', and 'Taxes and fees history'. The 'Automatic' tab is active. Below the tabs, there is a 'New automatic payment' section with a 'CREATE NEW' button. Underneath, there is a section titled 'Automatic payments' which currently shows 'No data'.

Select the desired service category and choose the service supplier from the drop-down list:

The screenshot shows the 'Automatic Payment' setup dialog. At the top, it says 'Automatic Payment' with a close button. Below that is a progress indicator with steps 1, 2, 3, 4, and 5. Step 1 is active. The main section is titled 'Categories and suppliers' with the instruction 'Choose a supplier from one of the categories to pay your bills'. There are six category cards: ELECTRICITY, HEATING, TELECOMS, WATER, GAS, and OTHERS. Under the 'ELECTRICITY' card, a drop-down menu shows 'ENERGO PRO' selected. At the bottom right, there is a 'NEXT' button.



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Fill in the required information to create an *Automatic Payment*, with the option to customize the parameters for the automatic settlement of liabilities to the supplier.

Automatic Payment ✕

✓ — 2 ... 5

ENERGO PRO

Identifier

Service
ENERGO PRO ▾

Subscription ID to the Supplier

Name of the subscriber to the Supplier

Customer address

Date of subscription activation 📅

Liability amount limit

Amount of limit
0.00 🚫

Payment processing control

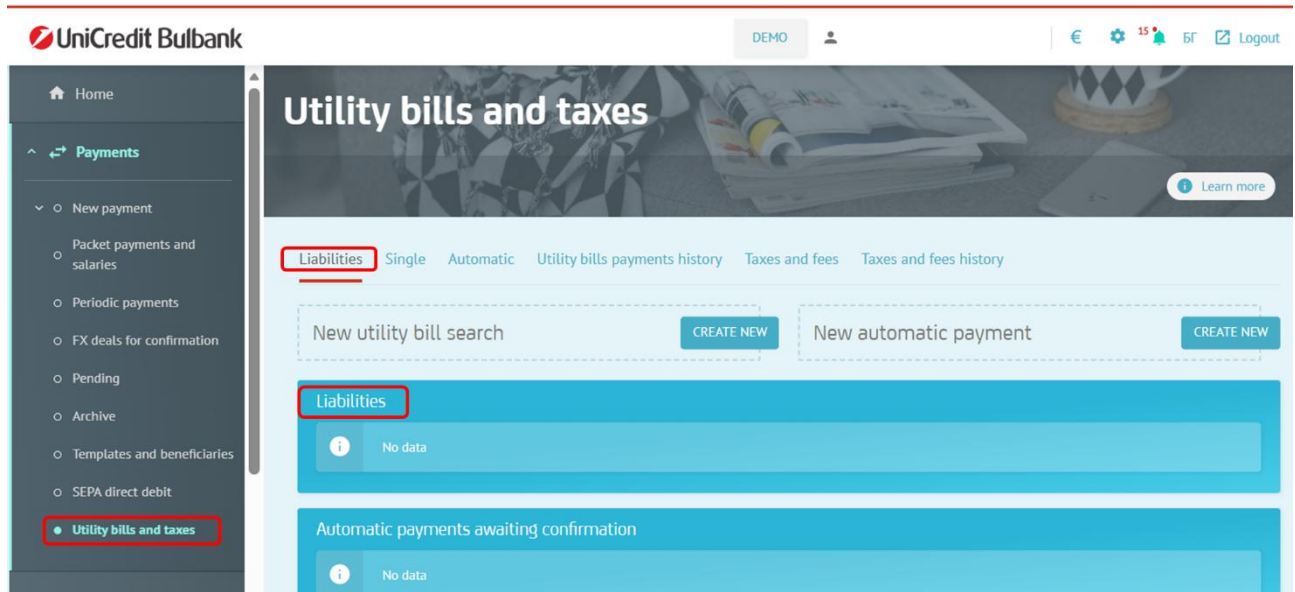
Subscription Maturity

End date 🚫

[BACK](#) [NEXT](#)

Checking Current Liabilities

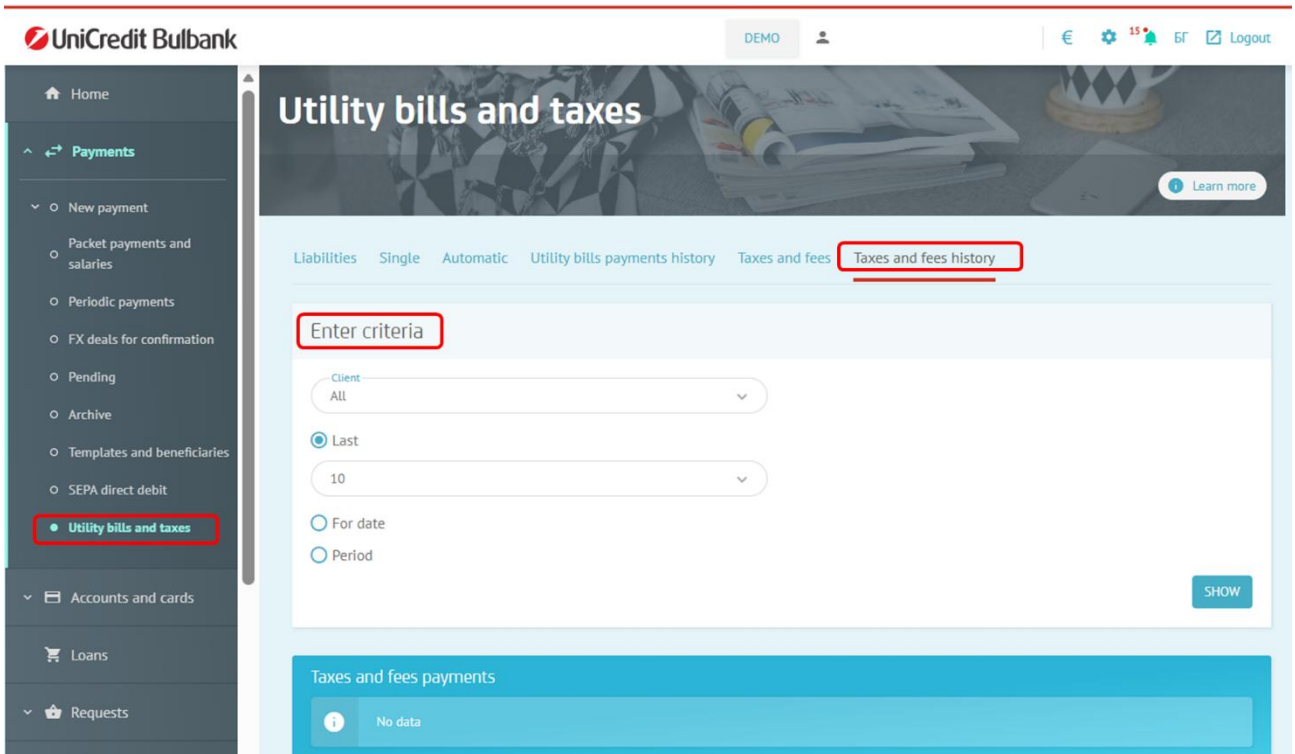
To check current obligations to a service supplier, select the *Liabilities* tab from the **Utility bills and taxes menu**. You can edit or delete saved bills.



The screenshot shows the UniCredit Bulbank interface. The top navigation bar includes the logo, a 'DEMO' button, a user profile icon, and currency/notifications icons. The left sidebar menu has 'Utility bills and taxes' highlighted. The main content area is titled 'Utility bills and taxes' and features a sub-menu with 'Liabilities' selected. Below the sub-menu are two sections: 'New utility bill search' and 'New automatic payment', both with 'CREATE NEW' buttons. The 'Liabilities' section shows 'No data', and the 'Automatic payments awaiting confirmation' section also shows 'No data'.

Utility Bills Payments History

To view details of completed utility bill payments, select the *Utility bills payments history* tab. You can search for paid liabilities using various criteria.



The screenshot shows the UniCredit Bulbank interface. The top navigation bar is the same as in the previous screenshot. The left sidebar menu has 'Utility bills and taxes' highlighted. The main content area is titled 'Utility bills and taxes' and features a sub-menu with 'Taxes and fees history' selected. Below the sub-menu is a search form titled 'Enter criteria' with the following fields: 'Client' (dropdown menu set to 'All'), 'Last' (radio button selected), '10' (dropdown menu), 'For date' (radio button), and 'Period' (radio button). A 'SHOW' button is located at the bottom right of the search form. Below the search form is a section titled 'Taxes and fees payments' which shows 'No data'.

Taxes and Fees

Payment of Taxes and Fees

Taxes and fees can be paid directly from your current account.

The screenshot shows the UniCredit Bulbank website interface. The top navigation bar includes the bank logo, a 'DEMO' button, a user profile icon, and links for currency (€), settings, notifications (15), and language (BG). The main content area is titled 'Utility bills and taxes' and features a sub-menu with 'Liabilities', 'Single', 'Automatic', 'Utility bills payments history', 'Taxes and fees' (highlighted with a red box), and 'Taxes and fees history'. The 'Taxes and fees' section contains an illustration of a person at a computer and a text block explaining that users can check and pay local taxes like Real Estate Tax and Motor Vehicle Tax. A 'Check and pay your taxes and fees' button is highlighted with a red box, and a 'PAY' button is also visible.

The check is available based on Personal ID Number (EGN) or UIC (unified identification code), and the information is provided by the respective municipal administrations.

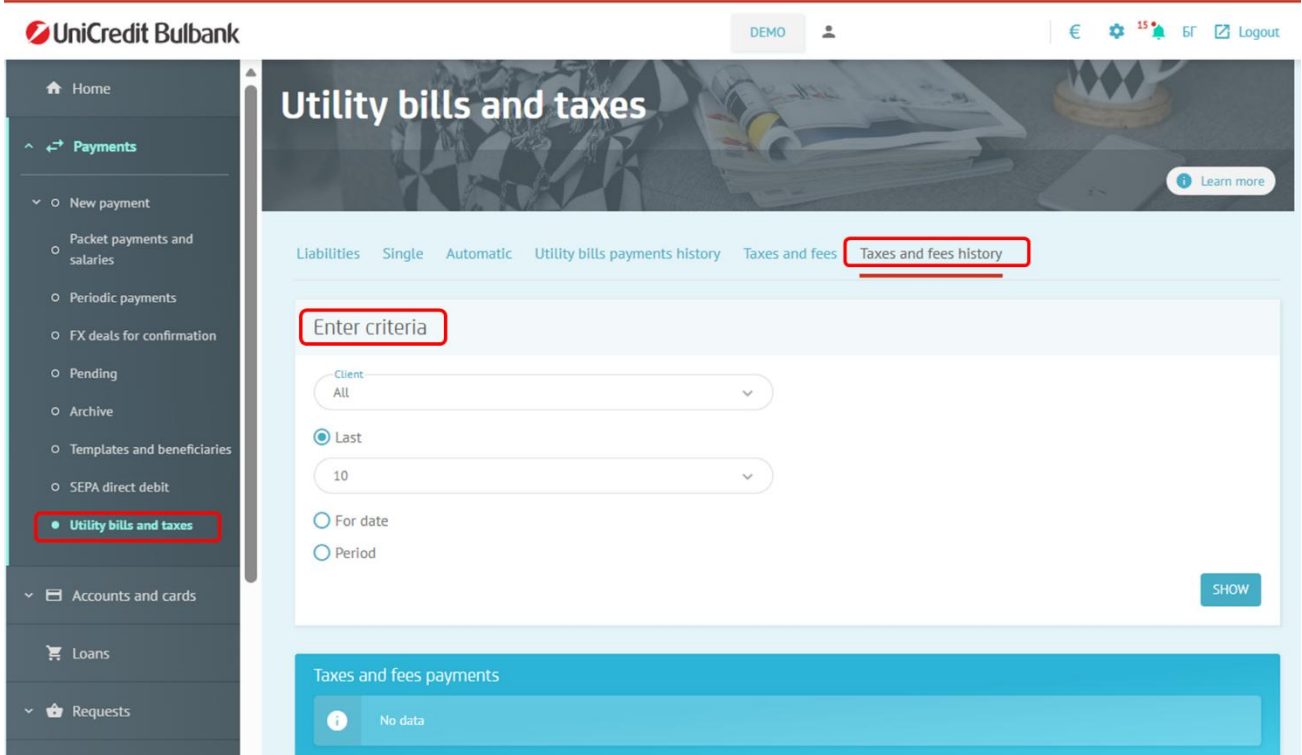
Local taxes and fees may also be paid on behalf of a third party, provided that additional information for the respective payment is supplied.

This screenshot shows the first step of the 'Taxes and fees' process. It features a progress indicator with steps 1, 2, and 3. Step 1 is 'Obligations search'. Below this, there is a dropdown menu to 'Select a municipality for which you would like to check taxes and fees.' with 'SOFIA MUNICIPALITY' selected and highlighted by a red box. Underneath, there are three category buttons: 'Real Estate' (with a house icon and a checkmark), 'Motor vehicle' (with a car icon), and 'Others' (with a document icon). At the bottom, there are two radio buttons: 'Check your taxes and fees with the chosen municipality' (selected and highlighted with a red box) and 'Check taxes and fees owed by another person'. A 'CHECK' button is located at the bottom right.

This screenshot shows the second step of the 'Taxes and fees' process. It features a progress indicator with steps 1, 2, and 3. Step 2 is 'Obligations search'. Below this, there is a dropdown menu to 'Select a municipality for which you would like to check taxes and fees.' with 'SOFIA MUNICIPALITY' selected and highlighted by a red box. Underneath, there are three category buttons: 'Real Estate' (with a house icon and a checkmark), 'Motor vehicle' (with a car icon), and 'Others' (with a document icon). Below the categories, there are two radio buttons: 'Check your taxes and fees with the chosen municipality' and 'Check taxes and fees owed by another person' (selected and highlighted with a red box). Below the radio buttons, there are two input fields: 'EGN/PNF/EIK' and 'Batch/Car registration number', both highlighted with red boxes. An 'ADD' button is next to the second input field. A 'CHECK' button is located at the bottom right.

Taxes and Fees History

To view details of completed payments, select the *Taxes and fees history* tab, where you can search for paid liabilities using various criteria.



The screenshot shows the UniCredit Bulbank web interface. At the top left is the UniCredit Bulbank logo. The top right contains a 'DEMO' button, a user icon, and navigation icons for currency (€), settings, notifications (15), and a 'Logout' button. A left sidebar menu includes 'Home', 'Payments' (with sub-items like 'New payment', 'Packet payments and salaries', 'Periodic payments', 'FX deals for confirmation', 'Pending', 'Archive', 'Templates and beneficiaries', 'SEPA direct debit'), 'Accounts and cards', 'Loans', and 'Requests'. The 'Utility bills and taxes' option in the sidebar is highlighted with a red box. The main content area is titled 'Utility bills and taxes' and features a 'Learn more' button. Below the title is a navigation bar with tabs: 'Liabilities', 'Single', 'Automatic', 'Utility bills payments history', 'Taxes and fees', and 'Taxes and fees history' (highlighted with a red box). A search section titled 'Enter criteria' (also highlighted with a red box) contains a 'Client' dropdown menu set to 'All', a radio button for 'Last' (selected), a dropdown menu set to '10', and radio buttons for 'For date' and 'Period'. A 'SHOW' button is located at the bottom right of the search section. Below the search section is a blue bar titled 'Taxes and fees payments' which displays 'No data' with an information icon.

