

Bank Statement Download Guide



This guide is for customers who use online banking. We have included guidance to help you to download a Portable Document Format (PDF) version of your statements. As some bank account providers have online help guides, we have included the links to use to help you get the statements we require.

Please note the bank statements that we require need to show:

- Your name and (where possible) your address
- Your sort code and account number
- All of your daily transactions and salary/income
- A history of a minimum of three months (with the most recent being within one month of your loan application date)

Please note: to view, print or save the PDF file you will need Adobe Reader. If you don't already have this please click here to download Adobe Reader.

BANK OF IRELAND

Your eStatement will be displayed electronically as a PDF and you can print your eStatement by choosing the Print option under the file menu or clicking on the Print icon in the toolbar. You can also save your eStatement by clicking on the Save a copy icon in the toolbar or under the file menu.

COUTTS

1. Log in
2. Select Statements (middle of the tool bar)
3. Choose which account you wish to download statements for
4. Select Download (bottom right hand corner of the screen)
5. Choose PDF

BARCLAYS

The full procedure to locate and download a PDF copy of a bank statement can be found by following this link:

<http://www.barclays.co.uk/Helpsupport/OnlineBankingdemos/P1242598502827>

BANK OF SCOTLAND

1. Log in
2. Select the account you wish to view (this will produce a snapshot view)
3. Press Print at bottom of screen (a new window will open)
4. Press Print (again)
5. Choose Save as PDF

CO-OPERATIVE

The full procedure to locate and download a PDF copy of a bank statement can be found by following this link:

<http://www.co-operativebank.co.uk/toolsandguides/tools>

FIRST DIRECT

1. Log in
2. View statements
3. Press Print at the bottom left of the screen (not Download)
4. Choose the specified dates for the last three months
5. Press Print at the bottom right of the of screen
6. This will show a statement in a print preview window. To save it as a PDF, depending on the software you are using either change the destination or select PDF software, then click Save or Print

LLOYDS

1. Log in
2. Select the account you wish to view (this will produce a snapshot view)
3. Press Print at bottom of screen (a new window will open)
4. Press Print (again)
5. Choose Save as PDF

NATIONWIDE

1. Log in
2. Select the account you wish to view (this will produce a snapshot view)
3. Click Statement in top left side of screen
4. Select Statement Archive (non-archived will produce statements without any name or address)
5. Choose which statement period you require

If the statements displayed are historic then you can obtain more up-to-date statements by:

1. Select Print at View and Transactions page
2. Press Save (top left of screen)

HALIFAX

1. Log in
2. Select the account you wish to view (this will produce a snapshot view)
3. Press Print at bottom of screen (a new window will open)
4. Press Print (again)
5. Choose Save as PDF

HSBC

1. Log in
2. Select the account you want statements for (click the account name)
3. On the left hand side select Previous statements
4. Choose month
5. When the details appear, scroll to the bottom of the page and select Print
6. Click Save, rename the document and save
7. Repeat for other two months

M&S BANK

The full procedure to locate and download a PDF copy of a bank statement can be found by following this link:

http://bank.marksandspencer.com/explore/bank-tv/overview/?aysvid=403_1809682584001&id=1814744277001

METROBANK

The full procedure to locate and download a PDF copy of a bank statement can be found by following this link:

<https://www.metrobankonline.co.uk/Internet-Banking/NewPersonalInternetBanking/Exploring-your-accounts/>

NATWEST

1. Log in
2. Select the account you wish to view (this will produce a snapshot view)
3. Select Statements
4. Select Download Statements (PDF)

If the statement comes out blank, go to Tools>Internet Options>Advanced tab, then scroll down to the Security section and un-tick "Do not save encrypted pages to disk" then repeat the process.

<http://personal.natwest.com/personal/ways-to-bank-with-us/search-your-statements.html>

TSB

1. Log in
2. Select the account you wish to view (this will produce a snapshot view)
3. Press Print at bottom of screen (a new window will open)
4. Press Print (again)
5. Choose Save as PDF

SANTANDER

1. Log in
2. Select e-Documents, the account and download

<http://www.santander.co.uk/CsAppsExp/Abbey/Internet/Abbey/demo/olbdemo/html/index.html>

SMILE

The full procedure to locate and download a PDF copy of a bank statement can be found by following this link:

http://www.smile.co.uk/currentaccounts/faqs?int_cmp=CA_smileCA_root_faqs_commonquestions

RBS

1. Log in
2. Click Statements on the left hand side
3. There is a box with the heading Your accounts - click on View, save and print PDF statements
4. Select your current account by clicking next
5. You'll then see the last 6 months broken down into monthly date ranges. You'll need to do each month individually
6. Highlight the month and click View statement
7. You'll then see your transactions and towards the top Download Statement (PDF) – click on this link
8. It will transfer the information into a PDF document, at which point you can right click to Save as
10. Repeat this for the other 2 months