

## **ACCESSING YOUR ONLINE BANK STATEMENTS**

When applying for additional funding, submitting bank statements evidence is essential. If you are registered for online banking, it is easy and quick to access an electronic copy of your bank statements, ready to be included in your application pack.

To help make the process a little bit clearer, we have provided details and links on how to do this for a variety of banks below.

### **WHAT IS A BANK STATEMENT**

A bank statement is a **full list of all transactions** in that account, showing all funds going in and out over the period it covers, which is usually one month, as well as the running balance on the account. There is normally a summary page which includes an overview of the account balance, and details of the account holder. A bank statement is a formal document. ***Lists of transactions from a mobile banking app are not the same as a formal bank statement.***

Your bank most likely sends you a copy of your statement each month, through your online account or mobile app. You can also generate a statement from your online account that covers a specific period.

### **WHAT INFORMATION IS NEEDED**

We need you to submit bank statements for every bank account, even if it is for an account you don't use. These statements must cover at least two months' worth of transactions and should be recent. If you live with a partner, we need bank statements for all their bank accounts too.

You should also think about any information that you want us to see evidenced in your bank statements. If you are using this to provide evidence of a particular expense, make sure it covers the period that shows this expense. You may wish to add notes to your bank statements to explain transactions or draw our attention to detail that you feel is important, but you should not delete or obscure any of the detail.

### **ONLINE BANKING VERSUS MOBILE BANKING APP**

While mobile banking apps are a great way to keep a close eye on your bank accounts and your spending, they might not offer the full range of services that will allow you to access your bank statements. This means that you might have to access your online banking through a webpage, instead of through your mobile app.

In our examples that follow, only RBS and NatWest don't allow statements to be downloaded from the mobile banking app. All other banks listed have both options available and this information can be reviewed by clicking on the link to further help for your specific bank.

Most mobile banking apps allow you to access the messages your bank send you. Look for an inbox. In this inbox, you may find that your bank sends you monthly statements that can easily be downloaded as PDF documents, which is what is required when applying for additional funds.

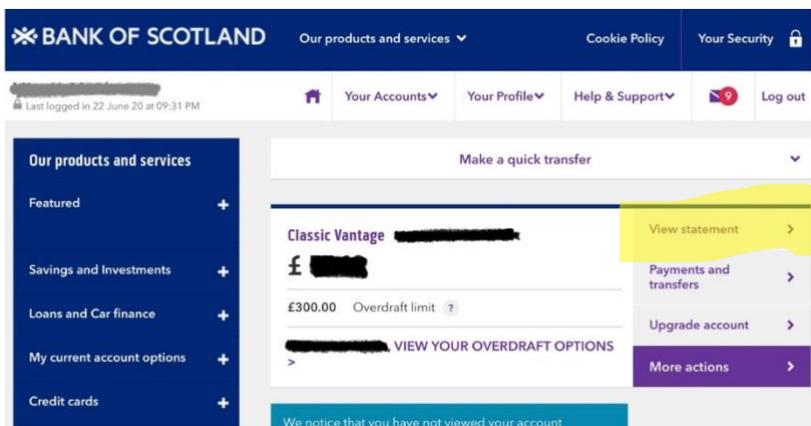
# HOW TO ACCESS YOUR ONLINE BANK STATEMENTS

Below we have instructions for several banks to give you an idea of what to look for. We also have links to webpages for a range of banks so you can simply click on your bank to find more info and instructions. If your bank is not listed, try an internet search for 'how to download a *[insert bank name]* statement'. Or use the help or customer support pages on the bank's own website to find out how to download a statement.

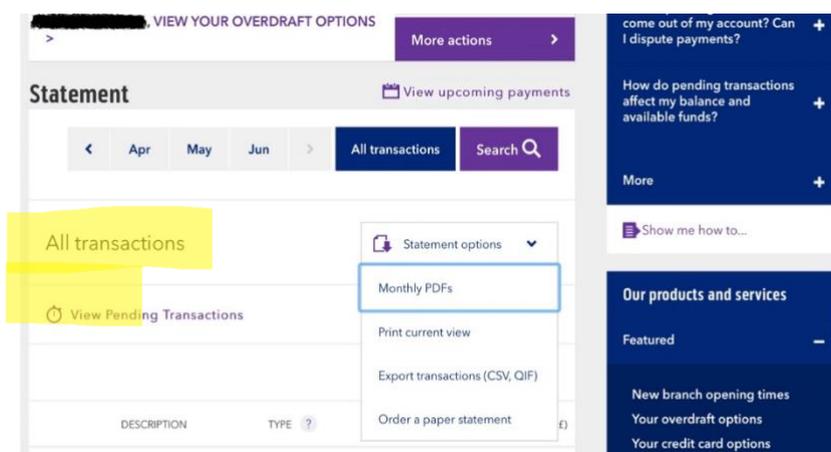
***Remember we need to see statements for all accounts, covering a 2-month period, and these should be as recent as possible.***

## BANK OF SCOTLAND - Downloading from online banking

1. Log in to your online banking. From your homepage and next to the relevant account, select 'View statement'.



2. From the next screen select 'Statement options' and then 'Monthly PDFs'.



3. Choose the monthly statement you want to download and select 'View PDF'
4. You can now save this, and you may need to repeat these steps if you have more than one account.

Further information on how to download a PDF bank statement and how to access statements from mobile banking can be viewed [here](#).

## **SANTANDER**

1. Log in to your online banking and select the relevant account.
2. Select 'Statements and Documents' from the menu on the left-hand side.
3. Select the statement you want to download, and a PDF document will open.
4. For the mobile banking app, it's the same process but you will need to access 'Mailbox' 1st to find the 'Statements and Documents'.
5. You can now save this and may need to repeat this if you have more than one account.

Further information on how to download a PDF bank statement can be viewed [here](#).

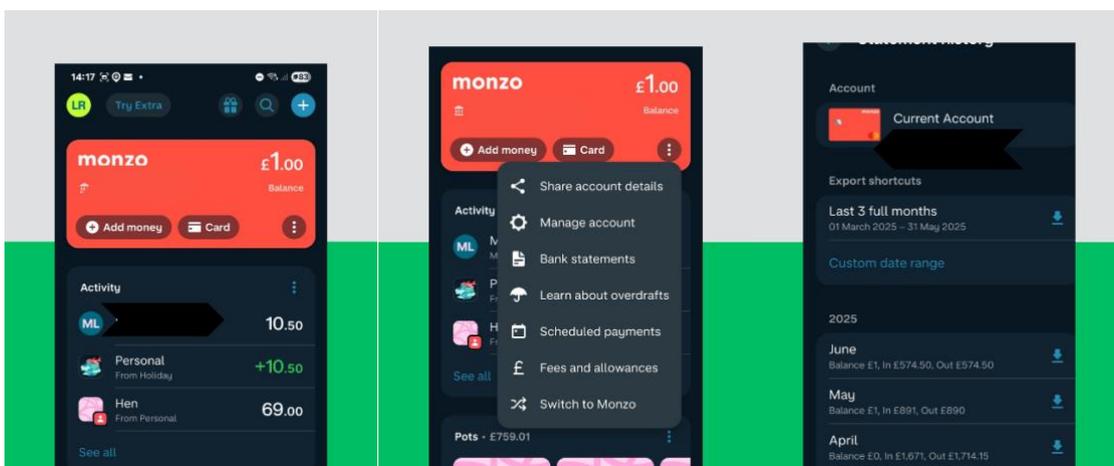
## **ROYAL BANK OF SCOTLAND – Downloading from online banking ONLY**

1. Log in to your online banking and click 'Statements' in the menu on the left-hand side.
2. Under 'Your accounts', select 'View, save and print PDF statements and certificates of interest (up to 7 years)'.
3. Select the account you want to download statements for and click next.
4. Select the statement you wish to download and click 'View statement'.
5. Click 'Download statement (PDF)' above the list of transactions.

Further information on how to download a PDF bank statement can be viewed [here](#).

## **MONZO – Mobile Banking**

1. Open the Monzo app on your phone.
2. For your current account, select the three-dot menu on your card image.
3. Pick 'Bank Statements' and download the ones you want.
4. For Pots or Savings, click on the relevant pot and scroll down to Pot Details, where you will find a 'Pot Documents' section where you can access and download the statements.



## NATIONWIDE – Downloading from online banking

1. Log into online banking.
2. On the account you wish, go to the drop-down boxes on the right.
3. Select 'Manage Statements' and hit 'GO'.
4. On the following page simply select the month you wish to download.

Welcome back, My documents | Messages | My security | Activity summary | Help & Support | Search

**nationwide**

You last logged in: 16th Jun 2025 at 12:11

View accounts & transactions | Move money & manage payments | Manage my details & settings | Browse products & apply

You are logged in securely | Log out

### Overview of accounts

Print | Set as my start page | Help on this page

Current accounts	Balance	Common activities
<a href="#">FlexAccount</a>	£34.02 available: £25.03	Make a single payment <input type="button" value="Go"/>
<a href="#">FlexAccount</a>	£0.03 available: £0.03	Make a single payment <input type="button" value="Go"/>
<a href="#">FlexAccount</a>	£314.15 available: £220.59	Make a single payment <input type="button" value="Go"/>
<b>Total: £348.20</b>		

**Quick transfer**  
Transfer money between Nationwide accounts.  
From: My Nationwide accounts  
To: My Nationwide accounts  
Amount £:

**My Offers**

**Our Products**

Welcome back, My documents | Messages | My security | Activity summary | Help & Support | Search

**nationwide**

You last logged in: 16th Jun 2025 at 12:11

View accounts & transactions | Move money & manage payments | Manage my details & settings | Browse products & apply

You are logged in securely | Log out

### Overview of accounts

Print | Set as my start page | Help on this page

Current accounts	Balance	Common activities
<a href="#">FlexAccount</a>	£34.02 available: £25.03	Make a single payment <input type="button" value="Go"/>
<a href="#">FlexAccount</a>	£0.03 available: £0.03	View outgoing payments <input type="button" value="Go"/>
<a href="#">FlexAccount</a>	£314.15 available: £220.59	Make a single payment <input type="button" value="Go"/> Set up a regular payment <input type="button" value="Go"/> Transfer money Manage overdraft Manage statements Switch to Nationwide Upgrade your account <input type="button" value="Go"/>
<b>Total: £348.20</b>		

**Credit cards**

<a href="#">NBS Credit Card</a>	£0.00	<input type="button" value="Go"/>
---------------------------------	-------	-----------------------------------

**Quick transfer**  
Transfer money between Nationwide accounts.  
From: My Nationwide accounts  
To: My Nationwide accounts  
Amount £:

**Related services**

**My Offers**

**Our Products**

**My documents**

**Information:** Choose a statement to download to your device as a PDF file.

View by account  
FlexAccount

2025

- May 2025 Statement  
18 May
- Apr 2025 Statement  
18 Apr
- Mar 2025 Statement  
18 Mar

Further information on how to download a PDF bank statement, and how to access statements from mobile banking can be viewed [here](#).

## **OTHER BANKS**

You can find details on how to download statements for other banks by clicking on the following links:

[NATWEST](#)

[HSBC](#)

[TSB](#) – Go to the part about Digital Inbox

[BARCLAYS](#)

[VIRGIN](#)

[FIRST DIRECT](#)

[LLOYDS](#)

[CO-OPERATIVE](#)

