



Downloading online bank statements

A guide for customers who use online banking.

FIND OUT MORE:

w qedfinance.com

e credit@qedfinance.com

t 01243 767 967

Bank Statement Download Guidance

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.

We will need you to save these documents to the device you are currently using (mobile, tablet or laptop), and email through to credit@qedfinance.com.

Please note that the Bank statements need to show:

- The **business name** and (where possible) the **registered address**. These must match the business you have created the loan application for.
- The **sort code** and **account number**.
- **All daily transactions**.
- **A minimum of six months** (these should include transactions up until today). If your bank is unable to provide a full statement of transactions within the current month, then please screen print these and attach to the application.

 **NatWest**

- Visit **NatWest.com/online**
- Log in to Online Banking
- Once you're logged in, select "statements" from the options on the left of the screen
- Click on "view statement PDFs and certificates of interest"
- Choose an account from the list
- Choose a time period to view
- Your full statement from that period will be displayed
- To download it as a PDF, simply click on the "Download statement (PDF)" link at the top left
- When prompted, select "open" and your statement will be downloaded and opened as a PDF file
- You can now save it to your device, ready for sending to QED Finance.

 **RBS**
The Royal Bank of Scotland

- Visit **RBS.co.uk/digital**
- Log in to Digital Banking
- Once you're logged in, select "statements" from the options on the left of the screen
- Click on "view statement PDFs and certificates of interest"
- Choose an account from the list
- Choose a time period to view (a full three months from current date)
- Your full statement from that period will be displayed
- To download it as a PDF, simply click on the "Download statement (PDF)" link at the top left
- When prompted, select "open"
- And your statement will be downloaded and opened as a PDF file.
- You can now save it to your device, ready for sending to QED Finance.

 **Santander**

- Visit **Santander.co.uk**
- Log in to online banking
- Click on "Account Services" tab
- This brings up the "Account Overview"
- Select the "E-Documents" tab
- On the drop down menu (currently on 'All'), select the month(s) you wish to download
- Click on the envelope symbol
- You can now save it to your device, ready for sending to QED Finance.



- Visit [hsbc.co.uk](https://www.hsbc.co.uk)
- Log on to Business internet banking
- Go to accounts
- Go to statements
- Select an account
- Select download
- Select date range required
- Save to your device
- You can now save it to your device, ready for sending to QED Finance.



- Visit [Barclays.co.uk](https://www.barclays.co.uk)
- Login to Online Banking.
- Click on the name of account you wish to view
- Underneath the heading of "Quick Links" please select "View Statements"
- Scroll down and on the far right click on the PDF symbol for the statement you wish to view.
- Repeat for further 2 months
- You can now save it to your device, ready for sending to QED Finance.



Using Google Chrome:

- Visit www.lloydsbank.com/online-banking/home.asp
- Log on in the top right.
- Select the account you wish to view (this will produce a snapshot view)
- Click Statements
- Search the statement period you wish to view
- Press Print at bottom of screen (a new window will open)
- Press Change
- Choose Save as PDF
- Repeat for subsequent pages
- You can now save it to your device, ready for sending to QED Finance.

 **BANK OF SCOTLAND**

- Visit www.bankofscotlandbusiness.co.uk
- Log on in the top right
- Select the account you wish to view (this will produce a snapshot view)
- Click 'Statements'
- Search the statement period you wish to view
- Press Print at bottom of screen (a new window will open)
- Press Change
- Choose Save as PDF
- Repeat for subsequent page
- You are now ready to send with your application

The **co-operative** bank

- Visit www.co-operativebank.co.uk
- Log in
- On your homepage select Statements or Reports from the left hand menu
- Select "Statements" from the drop down list
- Select the Account No from the drop-down list
- Select the Date Range using the calendar icons
- After making your selection click Search to display the reports list
- Select your report by clicking on the Account/Report ID
- You can now save it to your device, ready for sending to QED Finance.



Using Google Chrome:

- Visit www.tsb.co.uk
- Log in
- Select the account you wish to view (this will produce a snapshot view)
- Click Statements
- Search the statement period you wish to view
- Press Print at bottom of screen (a new window will open)
- Press Change
- Choose Save as PDF
- Repeat for subsequent pages.
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