

**How to download a pdf bank statement from your online account**

Mobile banking apps are a great way to keep track of your money. However, they don’t provide as much information as your online account statement. Please find your banking provider/s below and follow the instructions to download a pdf statement. Remember to double-check your application evidence list for the period you require your statements to cover.

If your banking provider is not listed below, please use your preferred search engine to find your banks instructions.

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| **Barclays** | 1. Log into online banking on your computer.
2. You will see 4 tabs, Select the ‘Statements’ tab.
3. This will show your latest three statements at the top of the page and then further down there will be a full list of statements for the last 12 months.
4. From here, click on the statement you want to view, and you will be given the option to download or print.
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| **Bank of Ireland** | 1. Log in to your account on the 365 online or Mobile app.
2. Select an account to enter transactions screen
3. Select 'Statements'.
4. Choose a statement to open or save to your device.
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| **Bank of Scotland** | 1. Log in to your online banking on your computer. select ‘statements’ from the options on the left of the screen.
2. Click on ‘view statement PDFs and certificates of interest’.
3. Choose an account from the list.
4. Choose a time period to view.
5. Click ‘Download statement (PDF)’ in the top left corner.
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| **AIB (Ireland)**  | 1. Log into AIB Mobile or Internet banking
2. Click on *‘Accounts*’, select the ‘S*tatements and Fees’* option, then select ‘*Statements*’
3. Select the account and the statement that you wish to view
4. Your e-statement will then be generated in a PDF format, to view this and save this you will need to have adobe acrobat reader. For more information on the adobe acrobat reader please visit the adobe website
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| **Co - Operative** | 1. Log in to your online banking on your computer.
2. Select ‘Statements’ and choose the statement you want to see.
3. Click ‘Download’.
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| **Coutts** | 1. Log in to your online banking on your computer.
2. Select ‘Statements’ from the middle of the toolbar.
3. Choose the account you wish to download statements for.
4. Click ‘Download’ in the bottom right-hand corner of the screen.
5. Choose PDF.
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| **First Direct** | 1. Log in to your online banking on your computer.
2. Click ‘Statements’ and then ‘View statements’ from the menu on the left-hand side.
3. Scroll to the bottom of the page and click ‘print’ at the bottom left-hand side of the screen (don’t click download).
4. Update the ‘from’ and ‘to’ dates shown to cover the period you want to see your statement for and click ‘print’ again.
5. This will open your statement in print preview.
6. To save this to PDF select ‘Adobe PDF’ as the printer on a PC, or click ‘change destination’ and select ‘save as PDF’ on a mac. This will prompt you to name your file and save it to your computer.
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| **Lloyds** | 1. Log in to your online banking on your computer.
2. Click on the link to your digital inbox on the left-hand side or click the envelope in the top menu.
3. You will see copies of your recent bank statements and the option to download as a PDF.
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| **Halifax**  | 1. Log in to your online banking on your computer.
2. Click ‘View statements’ on the account you want to see statements for.
3. Click ‘Statement options’ at the top of the page and download as PDF.
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| **HSBC** | 1. Log in to your online banking on your computer.
2. Select 'Statements' from the quick links section
3. Select the account you want to see a statement for
4. Select the statement date you want to view, and it will automatically download as a pdf
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| **Metro Bank**  | 1. Login to Personal and Business internet banking platform
2. Click on the account(s) you would like to see Statements for, click ‘Documents’, then select ‘Account Statements’
3. Select which years statements you want to see
4. Click ‘View' for the month you would like to see
5. You can now see and download your statement
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| **Nationwide** | 1. Log in to your online banking on your computer.
2. Click the ‘View accounts’ tab at the top of the page.
3. Click the account you want to download statements for.
4. Click ‘Statement archive’ from the menu on the left side of the page.
5. Select your statement date.
6. Click ‘Download’.
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| **NatWest**  | 1. Log in to your online banking on your computer.
2. Click ‘Statements’ in the menu on the left-hand side of the page.
3. Under ‘Your accounts’ in the middle of the screen, click ‘View, save and print PDF statements and certificates of interest (up to 7 years)’.
4. Select the account you want to download statements for and click next.
5. Select the statement you wish to download and click ‘View statement’.
6. Click ‘Download statement (PDF)’ above the list of transactions.
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| **RBS** | 1. Log in to your online banking on your computer.
2. Click ‘Statements’ in the menu on the left-hand side of the page.
3. Under ‘Your accounts’ in the middle of the screen, click ‘View, save and print PDF statements and certificates of interest (up to 7 years)’.
4. Select the account you want to download statements for and click next.
5. Select the statement you wish to download and click ‘View statement’.
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| **Santander** | 1. Log on to Online Banking
2. Click the 'e-Documents' tab in the left-hand side menu.
3. Search/filter for the statement(s) you want.
4. Click the document name or 'Go' to download your statement as a PDF.
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| **TSB** | 1. Log in to your online banking on your computer.
2. Select the account you wish to download statements for.
3. Click ‘Print’ at the bottom of the screen. This will open a new window with your statement.
4. Click ‘Print’ again, which will open your statement in print preview.
5. To save this to PDF select ‘Adobe PDF’ as the printer on a PC, or click ‘change destination’ and select ‘save as PDF’ on a mac. This will prompt you to name your file and save it to your computer.
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| **Tesco Bank** | 1. Log in to your online banking on your computer.
2. Select the account you wish to download statements for.
3. Select ‘Manage account’ and click ‘View your statements’.
4. Click the statement you wish to download and click ‘Download’.
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| **Virgin Money** | 1. Log in to your mobile or online banking
2. Click on the view your statements option
3. You can view and or download your statements in a PDF format directly from here or print
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| **Monzo**  | 1. You can download bank statements from your mobile Monzo App
2. Tap the home icon on the menu bar
3. Tap ‘manage’ on the right of your transaction feed, if you can’t see that option then tap ‘account’ under your card
4. Tap statement history
5. Download and view your statement from here

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| **Revolut** | 1. Go to the accounts section of the app and select the statement option
2. Select the date range you wish to view and with format in which you wish to view it in (PDF or Excel)
3. Next tap ‘get statement’ and you will be able to see your account history on your screen
4. If you would like to download your statement, then please tap the export icon on the top right-hand side of your screen and you can download this onto your phone.
5. Ensure you do this for all currencies
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| **Starling Bank**  | 1. Log into your starling app and tap the menu icon in the top right corner.
2. Tap on ‘statements’ and then ‘statement history’
3. You can select from a number of different timeframes or choose your own custom date.
4. You will then be given the option to view the statement in PDF or CSV with an additional option to export the statement once you have opened it.

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