

**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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| **Bank Provider** | **App** | **Internet Banking** |
| **Barclays** | 1. Open the app and tap ‘More’
2. Choose ‘Statements and documents’
3. Select the ‘Statements’ tab and select the statement you wish to save
4. Tap the arrow in the top-right corner and select ‘Download’
5. Select ‘Save to Files’ and choose where you wish to save it on your phone
 | 1. Log into Online Banking
2. Under your profile, go to ‘My Barclays documents’
3. Select a document from any account to view, download and print it
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| **Bank of Ireland** | 1. Log in to your account on the Bank of Ireland App.
2. Tap 'Accounts' and select the account you wish to get eStatements for.
3. Select the second tab 'Statements'.
4. Tap a statement to open it.
5. A PDF will open on your phone. You can then use your phone's settings to print or save your statement.
 | 1. Log in to your account on the 365 online.
2. Click 'Accounts', select the account you wish to get eStatements for.
3. Select the second tab 'Statements'.
4. Click a statement to open it.
5. In the browser menu, select 'Print'. – to save see below
6. Select your printer and follow the specific on-screen steps for your printer.
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| **Bank of Scotland** | 1. Log in and go to your account menu.
2. Select the three dot account menu.
3. Select **Download or print statement** to save or print.
 | 1. Log in and go to your account page
2. Select Statement options.
3. Select to print, download, or order a paper copy for the last 7 years
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| **AIB (Ireland)** | 1. Log in to **AIB Mobile Banking**.
2. Click on *Services* and select *Statements*.
3. Select the account and statement date that you'd like to view.
 | 1. Log in to **AIB Internet Banking**.
2. Click on *Accounts*
3. Select *Statements and Fees,*and click on Statements.
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| **Lloyds** | 1. Log on and go to your account menu.
2. Select the three dot account menu.
3. Select Download or print statement to save or print.
4. For paper copies, select Order paper statements.
 | 1. Log on and select Statement options from your account page.
2. Choose to print, download, or order a paper copy for periods within the last 7 years.
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| **Halifax** | 1. Sign in and select the account you want to view.
2. Select the three dot account menu.
3. Select Download or print statement to save or print. For paper copies, select Order paper statements.
4. Choose the statements you would like to download, print or order and follow the instructions.
 | 1. Sign in and select the account you want to view.
2. On your account page, select Statement options.
3. Select to print, download, or order a paper copy.
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| **HSBC** | 1. Log in to the app, once logged in, select which account you would like to view a statement for.
2. In the menu, select 'View more' then choose 'View statements'.
3. Select which month's statement you want to view and it will be automatically downloaded as a pdf on your device.
 | 1. Log on to online banking, using the Quick Links menu select 'Statements'
2. Once the account is selected that you would like to view a statement for, choose the statement type.
3. Select the year and then the month of the statement you want to view and it will automatically be downloaded as a pdf.
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| **Nationwide** | **CANNOT USE APP TO DOWNLOAD STATEMENTS** | 1. Log into the Internet Bank.
2. Choose the View accounts tab.
3. Choose your current account from the account list.
4. Choose Statement archive from the View accounts menu.
5. Choose a statement date to view the full statement.
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| **Natwest** | 1. Once logged in to the app, select the account, and choose the ‘statements’ option.
2. Select the statement you would like to view.
3. Select the export button to the top right. Choose how you’d like to export the statement.
 | 1. Log in to Online Banking
2. Select 'Statements & transactions' from the main menu and then 'Statements' from the 'Your statements' section
3. Your available statements for the highlighted account and given year in the time period dropdown will be shown on screen
4. You can choose a different account if you have more than one and change the year using the time period dropdown
5. Select the relevant statement cycle link displayed on the page. You can now print or save the PDF file.
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| **RBS** | 1. Once logged in to the app, select the account, and choose the ‘statements’ option.
2. Select the statement you would like to view.
3. Select the export button to the top right. Choose how you’d like to export the statement.
 | 1. Log in to Digital Banking.
2. Select ‘Statements & transactions’ from the menu bar.
3. Select the account you want the statement for.
4. Your available statements for the account and current year will be shown. You can change the year in the dropdown.
5. Select the statement you want and it will download as a PDF as per your browser settings. You can now print or save the PDF file.
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| **Santander** | 1. Tap on the ‘mailbox’ icon at the top right corner
2. Tap on ‘Statements and documents’
3. In your ‘Statements and documents’ inbox, you can view your documents by clicking on them.
4. Once you've tapped on a document, it'll open in a PDF viewer. To download it, tap on the download icon in the top right corner of the screen.
 | 1. Log in to online banking
2. Click the “Statements & Documents” link from the navigation menu
3. Identify the statement you wish to view
4. Under “Action”, select either “View in PDF/ Text Format” or “Download”
5. Click “Go”; your statement will open in a separate window
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| **TSB** | 1. On your app’s homepage, tap the envelope icon
2. Choose the statement you wish to download
3. Tap the download icon at the top-right hand corner of the screen
 | 1. Log in to online banking
2. Select the account you wish to view statements for
3. Scroll to bottom of page
4. Select ‘Search last 90 days’ or search specific dates
5. Once you have searched, scroll to the bottom and click ‘Print’
6. You will be taken to a new page, select the ‘Print’ button above your statement
7. You can then ‘Save as PDF’
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| **Virgin Money** | 1. Open your **Virgin Money Mobile Banking app** and login
2. Tap an account to view its details
3. In the top right, tap **… >and then tap Statements** and follow the on-screen instructions
4. Once you've downloaded your statement, you can print or save it as a PDF
 | 1. Go to online banking and sign in
2. Select the account to view its details
3. On the right, within the Your account section, click on View and download statements and follow the on-screen instructions
4. Once you've downloaded your statement to view on screen, you can print or save it from the PDF viewer. PDF viewers vary, so you might need to select the 'Change' button to either print or save.
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| **Revolut** | 1. Go to 'Home' on the bottom menu
2. Tap 'Accounts' below your balance and select the desired currency
3. Tap 'More(...)' and select 'Statement'
4. Select the time period, choose a document type (PDF or Excel) and tap 'Generate'
 | **APP BASED ACCOUNT** |
| **Monzo** | 1. Tap **Home** in your app’s menu bar
2. Tap **Manage** to the right of your transaction feed
3. Tap **Bank statements**
4. Choose the date range you’d like
5. Choose the format you’d like (PDF, CSV, QIF)
 | **APP BASED ACCOUNT** |
| **Chase** | 1. Click on the "Profile & Settings" icon in the top right corner.
2. Select "Statements & documents" within Document manager.
3. Click on "Statements", select your account and then the year and statement to open as a PDF.
 | 1. Click on the Main Menu symbol in the top left corner of your dashboard
2. Choose "Statements & documents".
3. Choose the year and account and click the Open or Save icon to the right of each statement.
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