



Guide to Uploading Online Bank Statements

Bank Statement Upload Guidance

This guide is for businesses who use online banking. We have included guidance to help you to download a Portable Document Format (PDF) version of your statements. You will need you to save these documents to the device you are currently using (mobile, tablet or laptop), and upload to the “drag and drop” box on the application form, or email through to applications@ncfplc.co.uk

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 history of a minimum of three months (with the most recent being within one month of your loan application date). If you can select an exact date range, be as up to date as possible.



- Visit [NatWest.com/online](https://www.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 upload



- Visit [RBS.co.uk/digital](https://www.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 upload



- Visit [Santander.co.uk](https://www.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 upload to



- 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 upload



- 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 upload



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 upload



- 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 pages
- You can now save it to your device, ready for upload

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 upload



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.
- You can now save it to your device, ready for upload