



GUIDE TO ATTACHING BANK STATEMENTS TO AN ONLINE LOAN APPLICATION

COPIES OF BANK STATEMENTS FOR THE LAST 3* FULL MONTHS UP TO THE DATE OF THIS APPLICATION ARE REQUIRED. Your application will not be processed until these are received. ** 2 full months up to the date of application for a Handi-Loan*

The **maximum file size** that can be attached to your online loan application is **10MB**

Online Banking

- If you use Online Banking, you can usually download a bank statement between specific dates, & then attach the file to your online loan application, but please make sure the statements show BANK NAME, ADDRESS & SORT CODE & ACCOUNT HOLDER NAME, ADDRESS & ACCOUNT NUMBER.
- Open the file BEFORE attaching to your application to check the correct details are shown.
- Attach file to your online Loan Application.

Paper bank statements

Scan statements

- Scan all statements into 1 file
- Save file
- Open the file BEFORE attaching to your application to check the correct details are shown.
- Attach file to your online Loan Application.

Make a single file using a Word document

- Take **SEPARATE** photos of **EACH PAGE** of your bank statement
- Download photos from your phone to your computer
- On your computer, open a new Word document, and paste each photo into the document. Ensure the photos are clear & all transactions can be read.
- Save & close the document
- Re-open the document to **check all details are clear** - if you cannot read them, they will not be acceptable !
- Attach document to online application

Alternatively you can deliver or post copies to a FAIRshare branch - this may delay your Loan Application as it cannot be processed until bank statements have been received.

