

How to submit your documents

Send the right documents
to complete your application



For more information:

fundingcircle.com

credit@fundingcircle.com

0800 048 2467



Get your documents right first time

Please take time to read this guide. Incorrect documents are the main cause for delays, so check them before you send so we can give you a decision as quickly as possible.

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Step 1 - Business bank statements

We require business bank statements for the last six months. These need to be PDF files downloaded from your online banking portal or app. We have put together instructions of how to download your statements. Simply click your bank below and skip to the right section.

Please note that the bank statements need to show:

- The **Account 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 six 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.

[Natwest](#)

[Royal Bank of Scotland](#)

[Santander](#)

[HSBC](#)

[Barclays](#)

[Lloyds Bank](#)

[Bank of Scotland](#)

[TSB](#)

[The Cooperative Bank](#)



- 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 statements PDFs and certificates of interest"
- Choose an account from the list
- Choose a period of time 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



- 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 statements PDFs and certificates of interest"
- Choose an account from the list
- Choose a period of time to view (a full three months from the 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



- Visit **Santander.co.uk**
- Log in to Online Banking
- Click on the '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



- Visit **hsbc.co.uk**
- Log in to Business internet banking
- Go to accounts
- Go to statements
- Select an account
- Select download
- Select date range required
- Save to your device



- Visit **Barclays.co.uk**
- Log in to Online Banking
- Click on the name of the 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 a further 5 months



Using Google Chrome:

- Visit **www.lloydsbank.com/online-banking/home.asp**
- Log in on 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 the bottom of the screen (a new window will open)
- Press 'Change'
- Choose 'Save as PDF'
- Repeat for subsequent pages



- Visit **www.bankofscotland.co.uk**
- Log in on 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 the bottom of the screen (a new window will open)
- Press 'Change'
- Choose 'Save as PDF'
- Repeat for subsequent pages



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 the screen (a new window will open)
- Press 'Change'
- Choose 'Save as PDF'
- Repeat for subsequent pages



- Visit **www.co-operative.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'



Step 2 - Full unabbreviated accounts

Next we require your latest Full Unabbreviated Accounts. If you are a limited company, these will be the last accounts you filed at Companies House. If you are not a limited company, we need your latest formally prepared accounts.

This must include:

- **Profit and loss**
- **Detailed profit and loss**
- **Balance sheet information**

To help you get accounts in the right format, you can find an example of what we're looking for in the next section. Here's an example of what we're looking for:

| | |
|--|---------|
| Jones Sample Accounts Limited | |
| Contents of the Financial Statements for the Period Ended 31st May 2009 | |
| | Page |
| Company Information | 3 |
| Report of the Directors | 4 |
| Profit and Loss Account | 5 to 6 |
| Balance Sheet | 7 to 8 |
| Notes to the Financial Statements | 9 to 20 |

Step 3 - How to send your documents

Once you have all your documents together, email them to credit@fundingcircle.com. Please include your company name in the subject line.