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A guide to our bank statement requirements

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Mr John Michael Smith
1 Sample Street
Sample Town
SS1 1SS

Your account summary for:
11th February 2017 to 10th March 2017

Account name: Mr John Michael Smith

Account number: 12345678 **Sort code:** 00 11 22

Statement number: 02/17

Balance brought forward from previous statement	£602.22
Total money in	£27,518.04
Total money out	£1,937.73
Your balance as at close of business 10th March 2017	£26,153.86
Your overdraft limit is £0.00	

Your transactions 11th February 2017 to 10th March 2017

Date	Description	Money in	Money out	Balance
11th February	**BALANCE BROUGHT FORWARD FROM PREVIOUS STATEMENT**			**£602.22**
12th February	Sample Company plc BGC	1,300.00		£1,902.22
14th February	Direct debit to Electricity Co		120.00	£1,782.22
15th February	Cash withdrawal, Sampleton branch ATM		30.00	£1,752.22
15th Februa	Direct debit to Water Co		55.00	£1,697.22
15th February	Payment to B365		115.00	£1,462.22
17th February	Cash withdrawal, Sampleton branch ATM		235.00	£1,350.22
17th February	Direct debit to A Loan Co		112.00	£1,350.22
18th February	Interest paid after tax	0.04		£1,350.26
18th February	Standing order to ABC Charity		2.00	£1,348.26
18th February	Direct debit to Mobile Phone Co		38.73	£1,309.53
18th February	Transfer from Mrs Sample Smith	10,000.00		£11,309.53
21st February	Direct debit to Mortgage Co		1,115.00	£10,194.53
21st February	Returned Direct Debit	18.00		£10,212.53
25th February	Sample Company plc BGC	1,200.00		£11,412.53
28th February	Payment to Supermarket		115.00	£11,297.53
1st March	Cash withdrawal, Sampleton branch ATM		50.00	£11,247.53
28th March	Bill payment to A N Other		123.00	£11,153.86
10th March	**BALANCE CARRIED FORWARD TO NEXT STATEMENT**			**£11,153.86**

1. When we request a full month of bank statements, there must be no pages missing.
2. Must show an applicant's name, sort code and account number and be where all bills and mortgage are paid from.
3. Statements must be consecutive and dated within the last 60 days.
4. Must show salary credited to the account, along with any benefits being included on the I&E
5. Must show debits/running balance
6. All gambling debit entries totalled. If these are > 10% of monthly income it should be referred to underwriting.
7. If the bank statement is being used to support proof of address, it must show full address.
8. Regular commitments - bank charges, standing orders, DDM's e.g. utilities, insurance etc, must match what is stated on the I&E. If any details don't match the application, please provide plausible explanations within the pack submission.
9. Any large credits to the account should have an explanation. If these funds are loans/other borrowings, the monthly payment must be added to the I&E. Any money borrowed from family - please investigate whether this is a gift or will need to be repaid - please provide an explanation for repayment and/or add to the I&E if necessary.
10. All returned Direct Debits should be investigated and an explanation provided for why they were returned. Consideration will be given if the applicant has made a payment arrangement (consider I&E addition if necessary) or made the payment at a later date.
11. Any payment transfers/bill payments more than £100 to anyone not named on the application should be investigated/noted if they are ongoing monthly commitments and added to the I&E.

Bank statements are not sufficient on their own as evidence of earned income. They may still be used to evidence other income types, or as supporting evidence if they meet our requirements.