

How can I download my bank statements for the last 90 days?

Many banking websites/apps allow customers to generate and download a statement for selected dates. If you are unsure on how to do this, please contact your bank or visit your local branch.

Instructions for some banks are provided below, for your convenience.

You will need to ensure that your statement / transaction report includes your name and is an official bank document – *providing screenshots is not satisfactory*.

Commonwealth Bank - Create a Transaction Summary

You can instantly create an official letter confirming your transactions and account details for a period that you choose.

- Log on to NetBank (on an internet browser, not the app) and go to **View accounts**
- Click on **Statements**
- Then **Create summary**
- Enter the relevant **dates** (18 October 2020 - today)
- Click **Download your summary**

Westpac - View Your Proof of Balance & Recent Transactions Report

Use the Recent transactions report to show transactions over the last 30, 90 or 120 days.

- [Desktop how-to guide \(PDF 1MB\)](#)
- Mobile App how-to guide (PDF 1MB)

ANZ – View Online Statements / Order a Replacement Statement

- After logging in to ANZ Internet Banking, select **View statements** from the bottom of the homepage
- If not already selected, select your account from the **Account** dropdown.
- Your statements will be listed in the “**Statement issue date**” section of the page
- View a statement by **selecting the date or the download icon**. Your statement will be displayed in a new window or tab.
- **Save the relevant statements** as PDF to your computer or print (optional)
- If your Online Statements do not cover the last 90 days of transactions, you may need to **Order a replacement statement**
 - Select the **View statements** link from the home page.
 - Select your account by selecting the **account name**.
 - Select the **Order a replacement statement** link
 - Select your account from the **Select account** drop down
 - Enter the **date ranges** for which you would like to receive replacement statements (18 October 2020 - today)
 - Select your **delivery option** as email and enter your email address
 - Enter your **contact details**
 - **Submit** your request. Allow 2 business days to receive your statement.

NAB – Download Statements

- [How to download an account statement from the NAB app \(iOS\)](#)
- [How to download an account statement from the NAB app \(Android\)](#)
- [How to download an account statement on your tablet or computer](#)
- **Save the relevant statements** as PDF to your computer or print (optional)
- If your Account Statements do not cover the last 90 days of transactions, you may need to also provide a **Proof of Balance** statement ([How to download a Proof of Balance statement on your tablet or computer](#)) and provide an export of your missing transactions:
 - Go to your **transaction history** screen.
 - Select your **account**
 - Use the **Show filter** option to customise your list of transactions.
 - Select the **export** option located under the Show or Hide Filter Button.
- Alternatively, phone or visit your branch to request the required documentation.