

# Transaction Histories – Tips & Requirements

**D**uring your loan process, it may be necessary to get a transaction history from your bank rather than a traditional bank statement (this is often the case when we can't wait for the next statement to come out). Here are some things to keep in mind when getting a transaction history:

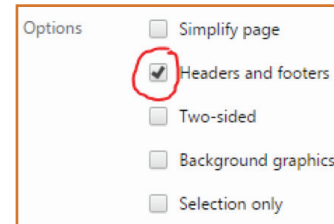
1. It must show some identifying information (e.g. name and at least a partial account number).
2. It must start no later than the ending date of the most recent bank statement provided. This way we eliminate any “gaps” in your account history.
3. It must show running balances (e.g. the balance after each debit or credit).
4. It must show the website address (URL) at the bottom of the page. Many web browsers do not put this on the printout by default, but you can turn it on.

Here are instructions on how to change the setting in your web browser so that the URL prints on your transaction history:



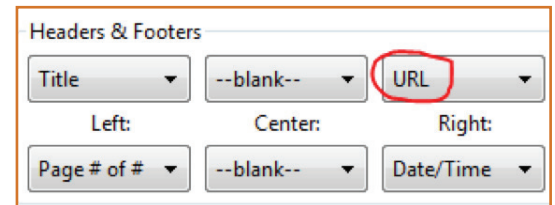
## Chrome

Select Print. Then click “+ More settings” on the left to show additional Options. Be sure the “Headers and footers” box is checked.



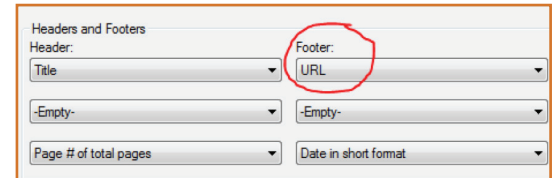
## Firefox

Go to Page Setup under the print options. Click on the Margins & Header/Footer tab. Use one of the pulldown menus to select “URL” for it to show up in the header or footer.



## Internet Explorer

Go to Page Setup under the print options. There you will see a “Headers and Footers” section. Choose “URL” as a Footer.



## Safari

In the Print window, select Safari from the dropdown menu, and check the “Print headers and footers” box.

