

## Activity Print-Out – Instructions

### **Activity print-out** - What underwriting needs to meet requirements for a bank activity print-out:

- Needs to show at last partial account number (typically last four).
- Need to provide all *numbered* pages (1 of 3...need 3 numbered pages, etc.)
- Print from the browser or look for a “print” or “printer-friendly” icon
  - Print to paper & scan to us
  - Or PDF printer may still provide an acceptable print-out you can save & email/upload to our system.
- TIP: Narrow the date range to what is needed.
  - Only go back as far as needed (to pick-up from the end date of the prior full statement) but always thru the *current* date.
  - Going back further can generate a lot of pages, but worse, it can result in additional requirements if we see a large deposit, overdraft, etc, that we would not otherwise need to see.
- TIP: If you have multiple accounts with activity (transfers) between accounts:
  - Run the activity print-outs all the same date, so the activity all ends on the same day & there is no gap in activity between accounts. (Otherwise, you may have to do it all again.)
  - The ending dates of the full statements often end on different dates for each account, so running the activity all through the same date will help document the whole picture, which is what underwriting needs.
- See **next page** for an example of an acceptable print-out.

Your Bank Logo



# History for OUR Checking (\*1234)

Partial account#

2/29/2009 to 3/17/2009

Show Categorizations

| Transaction Detail   | Amount      | Balance     |
|--|-------------|-------------|
| 3/17/2009<br>External Withdrawal - BOUGHT SOMETHING - VENDOR INFO 317-555-1212           | -\$19.99    | \$11,230.91 |
| 3/17/2009 Eff. 3/16/2009<br>POS Withdrawal - BOUGHT SOMETHING - VENDOR INFO 317-555-1212 | -\$34.71    | \$11,250.90 |
| 3/16/2009<br>Check #1234   | -\$42.00    | \$11,285.61 |
| 3/16/2009<br>POS Withdrawal - BOUGHT SOMETHING - SOMEWHERE IN                            | -\$12.62    | \$11,327.61 |
| 3/16/2009<br>POS Withdrawal - BOUGHT SOMETHING - SOMEWHERE IN                            | -\$232.87   | \$11,340.23 |
| 3/15/2009 Eff. 3/14/2009<br>POS Withdrawal - BOUGHT SOMETHING - SOMEWHERE IN             | -\$13.49    | \$11,573.10 |
| 3/14/2009<br>POS Withdrawal - BOUGHT SOMETHING - SOMEWHERE IN                            | -\$12.99    | \$11,586.59 |
| 3/13/2009<br>External Withdrawal - MY NETFLIX BILL - CREDITCARD                          | -\$120.00   | \$11,599.58 |
| 3/13/2009<br>External Withdrawal - BOUGHT SOMETHING - SOMEWHERE IN GO LOCAL. BE HAPPY.   | -\$122.85   | \$11,719.58 |
| 3/13/2009<br>POS Withdrawal - MEDICAL EXPENSE- SOMEWHERE IN                              | \$3,220.02  | \$11,842.43 |
| 3/13/2009<br>External Deposit - EMPLOYER PAYROLL DIRECT DEPOSIT- Payroll                 | -\$345.00   | \$8,622.41  |
| 3/13/2009 Eff. 3/12/2009<br>POS Withdrawal - MEDICAL EXPENSE - SOMEWHERE IN              | -\$8.75     | \$8,967.41  |
| 3/12/2009<br>POS Withdrawal - BOUGHT SOMETHING - SOMEWHERE IN                            | -\$42.00    | \$8,976.16  |
| 3/12/2009 Eff. 3/11/2009<br>POS Withdrawal - GOT A HAIRCUT - SOMEWHERE IN                | -\$1,700.00 | \$9,018.16  |
| 3/11/2009<br>External Withdrawal - PAID THE MORTGAGE (DON'T EVER FORGET TO DO THIS!)     | -\$8.67     | \$10,718.16 |
| 3/11/2009<br>POS Withdrawal - BOUGHT SOMETHING - SOMEWHERE IN                            | -\$45.00    | \$10,726.83 |
| 3/11/2009<br>POS Withdrawal - BOUGHT SOMETHING - SOMEWHERE IN                            | -\$206.15   | \$10,771.83 |
| 3/10/2009<br>POS Withdrawal - BOUGHT SOMETHING - SOMEWHERE IN                            | \$13.89     | \$10,977.98 |
| 3/10/2009<br>POS Deposit - RETURNED CREDIT - RETURNED SOMETHING                          | -\$773.08   | \$10,964.09 |
| 3/10/2009<br>External Withdrawal - CAR PAYMENT TO SOME BANK                              | -\$54.30    | \$11,737.17 |
| 3/10/2009 Eff. 3/9/2009<br>POS Withdrawal - BOUGHT SOMETHING - SOMEWHERE IN              | -\$14.07    | \$11,791.47 |
| 3/9/2009<br>POS Withdrawal - BOUGHT SOMETHING - SOMEWHERE IN US                          | -\$171.37   | \$11,805.54 |
| 3/9/2009<br>External Withdrawal - INSURANCE BILL STAYING LEGAL - BILL PAYMT              | -\$26.55    | \$11,976.91 |
| 3/9/2009<br>POS Withdrawal - BOUGHT SOMETHING - SOMEWHERE IN                             |             |             |

Need to see this to make an "official" print-out

Page 1 of 3 pages, so we will need 3 pages