



## How to send your account statement to other Financial Institutions/Banks

**Send Statement to other Financial Institutions/Banks:** This product offers you a convenient way for the send your account statements to other Financial Institutions/Banks on Internet/Mobile Banking without coming to the banking hall.

### Internet Banking

- Log on to internet banking with your **User ID** and **Password**
- Click **“My Accounts”**
- Click **”Send Statement to Third party**
- Click **“New Request”**
- Select **“Destination” e.g. Heritage bank**
- Select **“Start” & “End”** dates
- Select **“Account to Debit”** and **“Account to generate statement”**
- Confirm details captured are accurate and completed
- Enter **“Answer to your secret question”**
- Enter **“Token code”**
- Click the **“Submit”** button to send generated statement to your preferred any other bank or financial institution.

### Mobile Banking

- Download the **GT-World application** on your **“Playstore”** for Android phones, **“Appworld”** for BlackBerry phones and **“Applestore”** for iPhone
- Log on to Mobile Banking with your **User ID** and **Password**
- Slide your finger on your Mobile phone to display outstanding menu items
- Click **“Requests” options on the “Banking” module**
- Click **”Send Statement to Third party”**
- Click **“New Request”**
- Select **“Destination” e.g. Heritage bank**
- Select **“Start” & “End”** dates
- Select **“Account to Debit”** and **“Account to generate statement”**
- Confirm details captured are accurate and completed
- Click the **“Continue”**
- To authenticate your request enter **“Token code”** or **“four(4) digit PIN”**
- Click the **“Done”** button to send generated statement to your preferred any other bank or financial institution.

**Timeline: Immediately**