

Closure Statement Guide

A step by step guide on how you generate a closing statement online.

Nottingham
Building Society



Step **1**

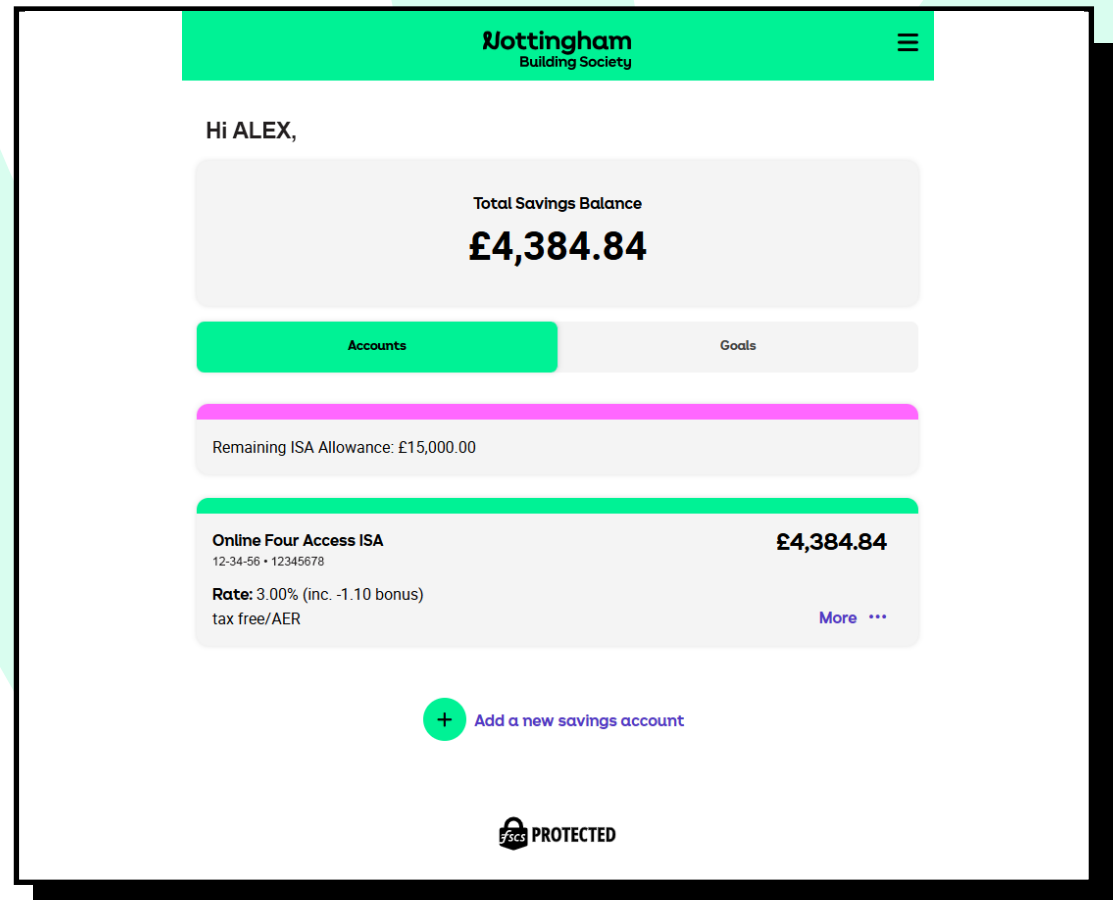
Log in to your account.



Step

2

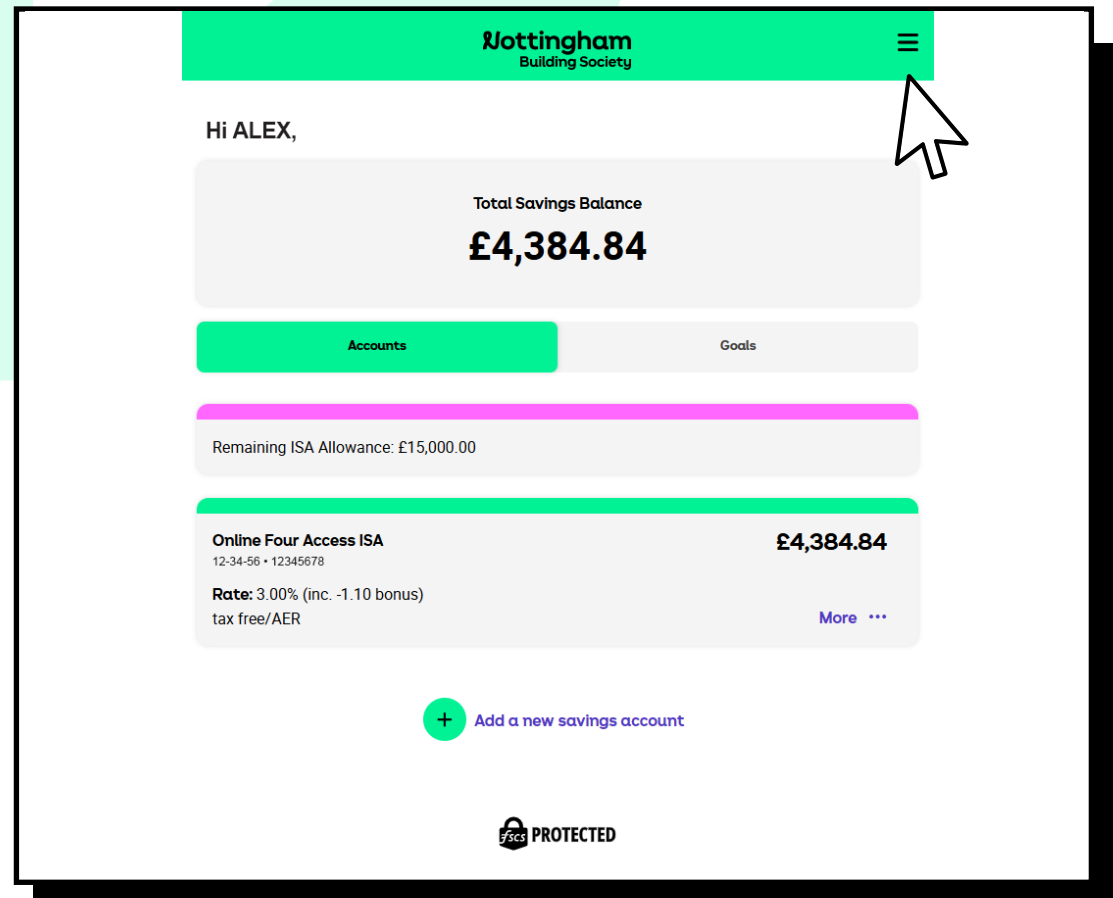
From your account dashboard, navigate to the main menu.



Step

3

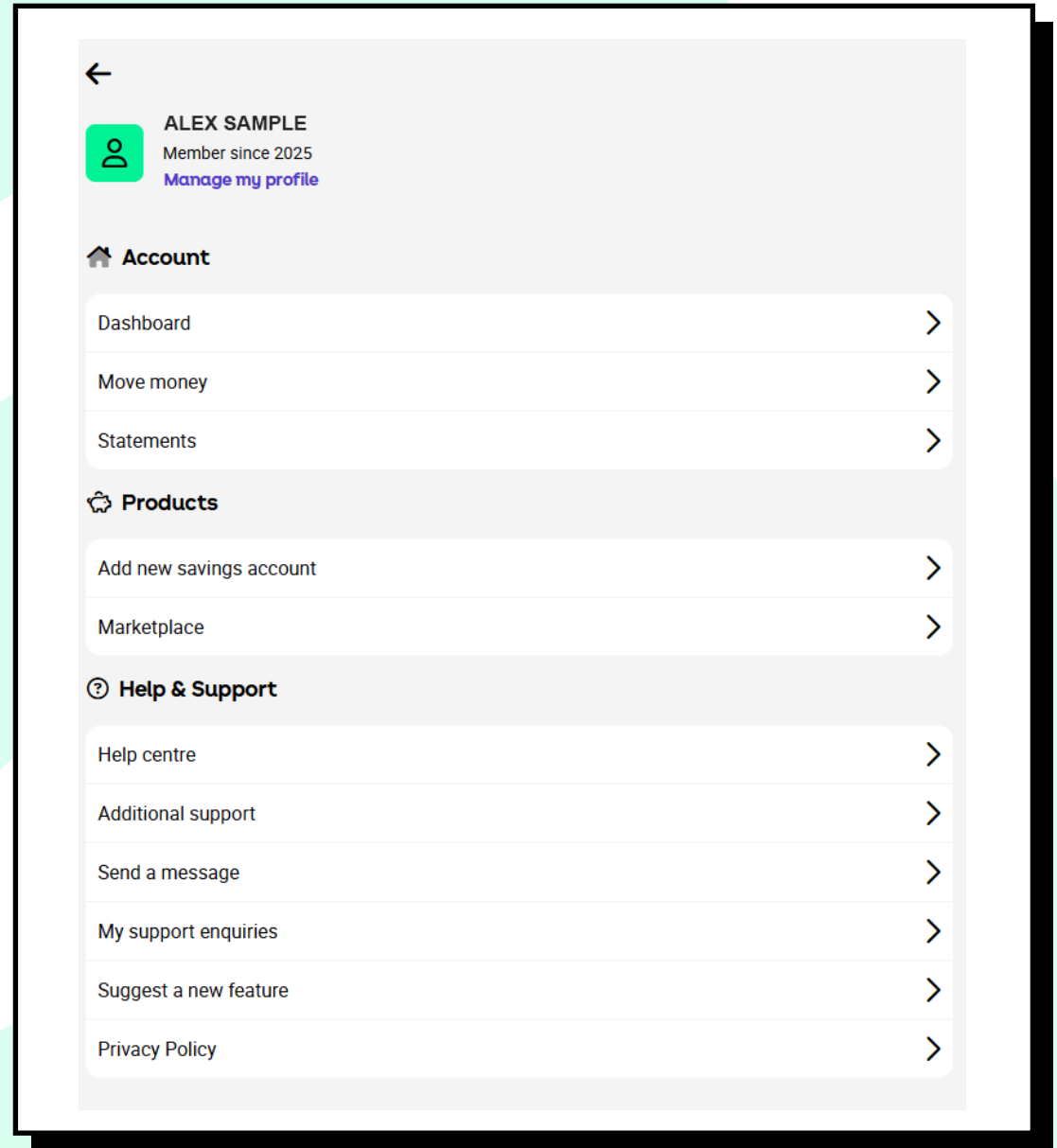
Click the three-line menu icon in the top-right corner of the screen, within the green banner.



Step

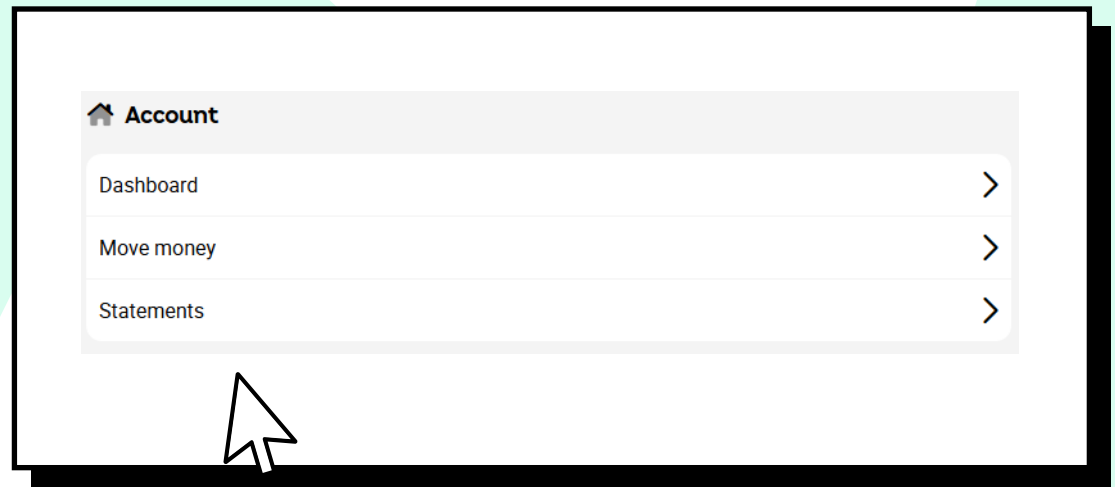
4

A menu will appear showing your member information and account options.



Step **5**

Select Statements to open the statements section.



Step

6

You'll see a list of all accounts you've held.

Active accounts will be shown as normal, while closed accounts will be labelled Closed.

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Statements

Create a statement for any open or closed account.

Select account(s)

Select account(s)

- Online Four Access ISA - 3730
- Closed - Online Triple Access Saver 3 - 3772

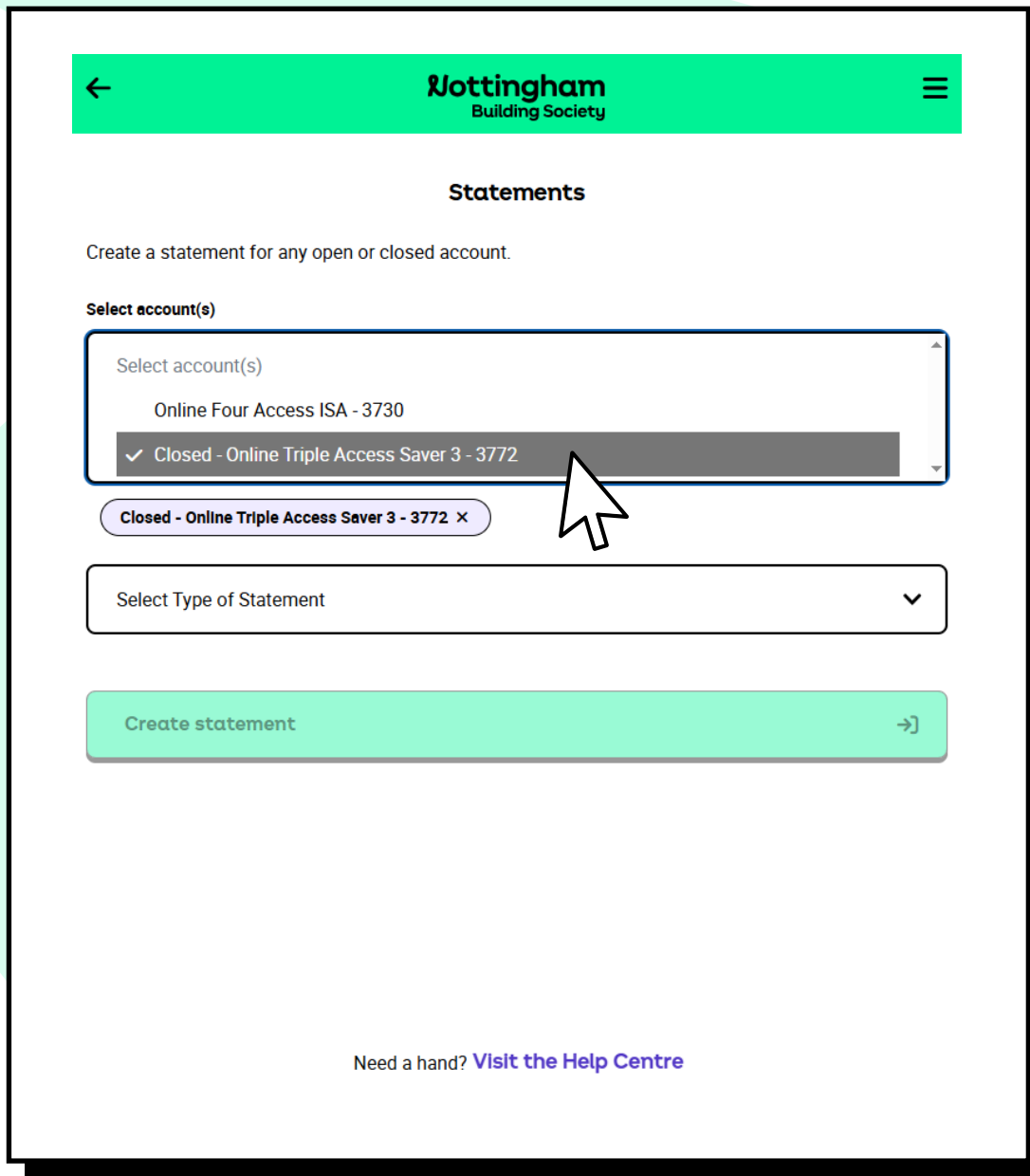
Create statement →

Step

7

Select the closed account you want to view.

You'll then be able to choose the type of statement you'd like to generate, either an Interest Statement or a Regular Statement.



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Statements

Create a statement for any open or closed account.

Select account(s)

Select account(s)

Online Four Access ISA - 3730

✓ Closed - Online Triple Access Saver 3 - 3772

Closed - Online Triple Access Saver 3 - 3772 x

Select Type of Statement

Create statement →

Need a hand? [Visit the Help Centre](#)

Step

8

If you choose a Regular Statement, you'll be prompted to select a date range. Available options include:

- Previous Month
- Previous Quarter
- Previous Year
- Current Year (to Date)
- Custom Date Range

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Statements

Create a statement for any open or closed account.

Select account(s)

Select account(s)

Online Four Access ISA - 3730

✓ Closed - Online Triple Access Saver 3 - 3772

Closed - Online Triple Access Saver 3 - 3772 X

Statement

Select Date Range

Create statement →

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Step

9

Once you've selected your preferred date range, click Create Statement.

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Statements

Create a statement for any open or closed account.

Select account(s)

Select account(s)

- Online Four Access ISA - 3730
- ✓ Closed - Online Triple Access Saver 3 - 3772

Closed - Online Triple Access Saver 3 - 3772 ×

Statement ▼

Previous Month ▼

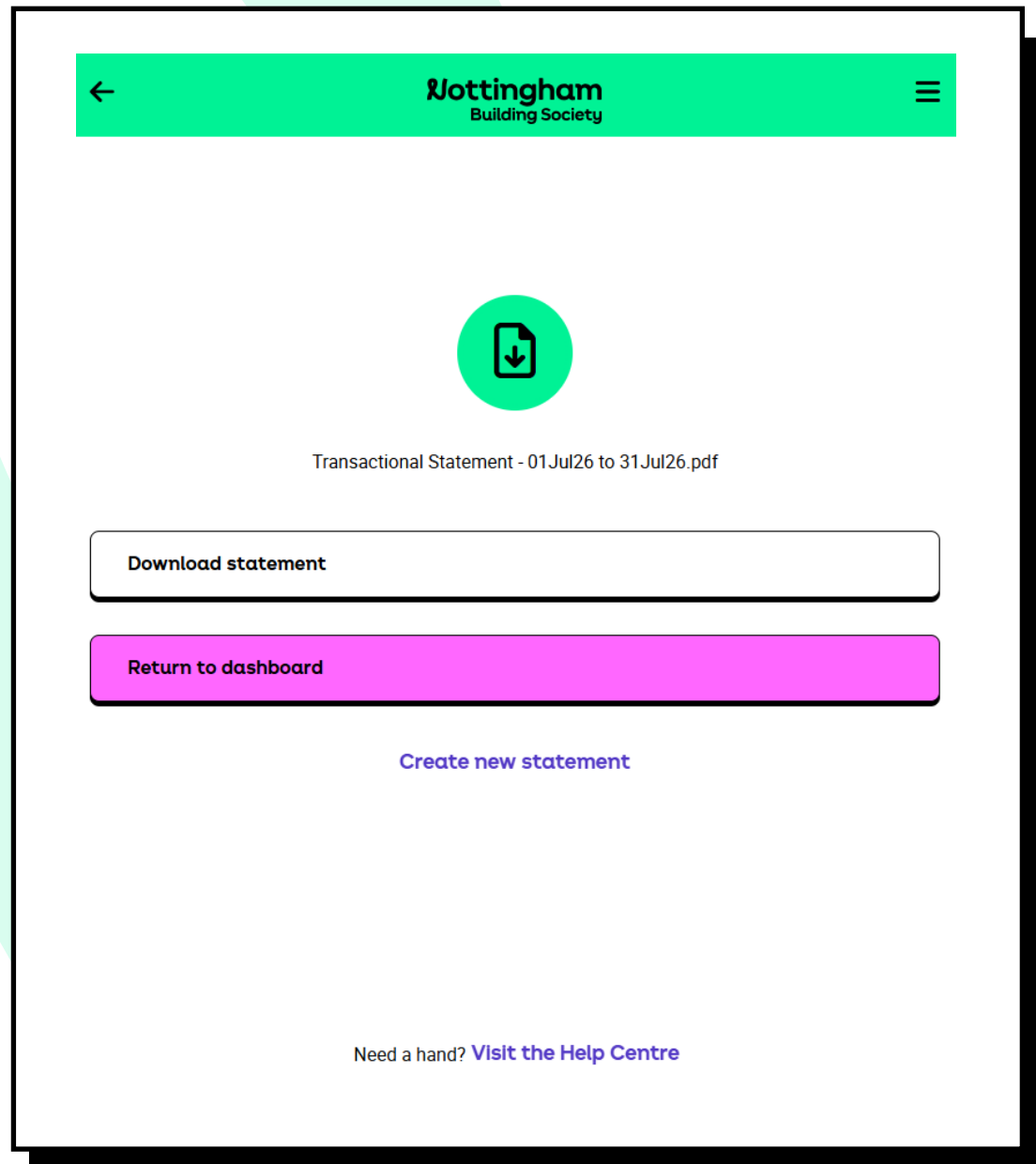
Create statement

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Step 10

Your statement will be generated.
You can then choose to:

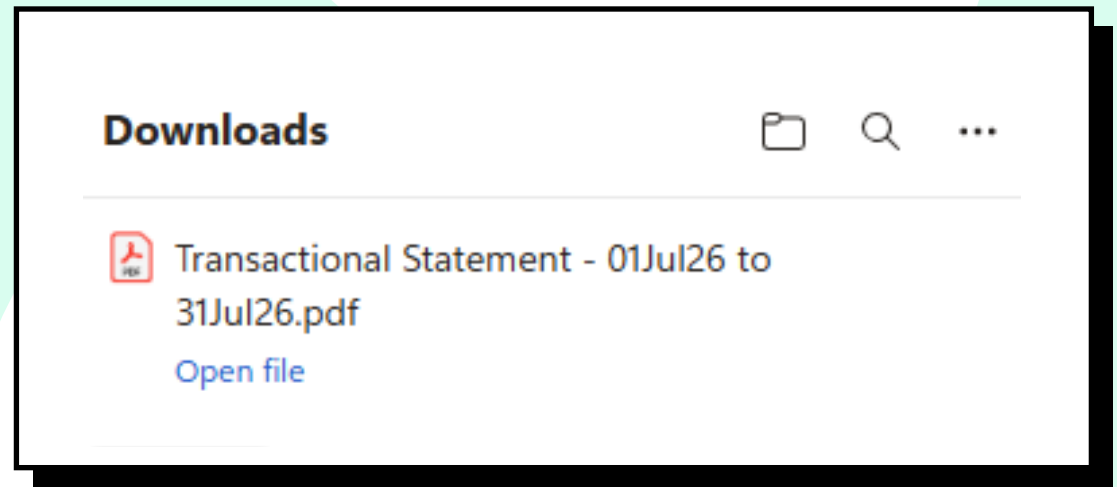
- Download the statement to your device
- Return to the dashboard
- Create another statement



Step

11

The statement will download as a PDF document, which you can open and view.



Step

12

Your statement from your closed account is now available to view, save, or print for your records.

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ALEX SAMPLE
24 Oakfield Close
Nottingham
NG7 4AB

Date Issued: 06/08/26

Savings Statement 01 Jul 26 to 31 Jul 26

Total Savings Summary

Interest Paid	£0.00	Opening Balance	£0.00
Bonuses Paid	£0.00	Closing Balance	£0.00

Savings balance increased by £0.00 during this period

Account Summary

Account Name	ALEX SAMPLE	Opening Balance	£0.00
Product	One Year Bond Issue 8	Payments In	£0.00
Account Number	12345678	Payments Out	£0.00
Sort Code	12-34-56	Closing Balance	£0.00

Interest Rate: 6.10% AER/gross p.a.

Date	Description	Reference	Payments In	Payments Out	Balance
	Opening Balance				0.00
	Closing Balance				0.00