



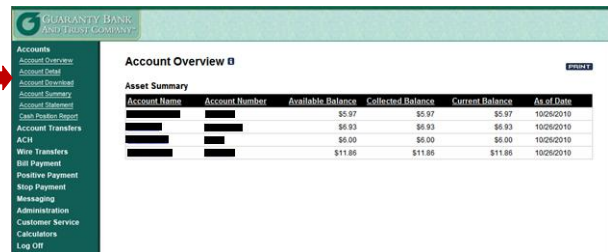
## Quicken/QuickBooks® Guide for Exporting your Bank Data



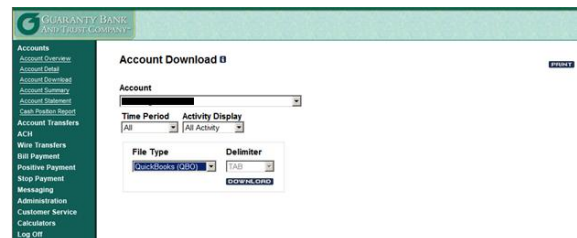
[www.guarantybankco.com](http://www.guarantybankco.com)  
Member FDIC

Guaranty Bank and Trust Company is a Web Connect Client for Quicken and QuickBooks®. Please note that you must have a Quicken/QuickBooks® version no older than 3 years.

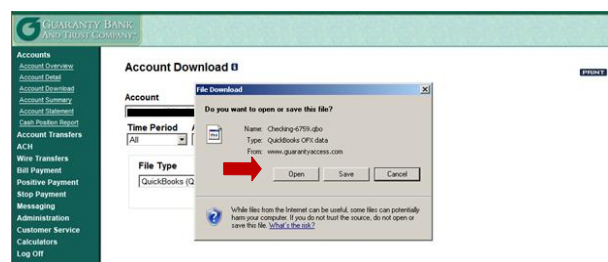
- Login to Online Banking at [www.guarantybankco.com](http://www.guarantybankco.com).
- Select “Accounts” then “Account Download” from the menu on the left of the screen.



- Select “Account”, “Time Period”, “Activity Display” and “File Type” for your request.
- Click on “Download” – Your Bank information is sent to your Quicken/QuickBooks® program.



- Select “Open” when prompted.



- In Quicken/QuickBooks®, make sure “Import new transactions now” and “Always give me the option of saving to a file when I download Web Connect data” are both checked.
- Click “Ok”



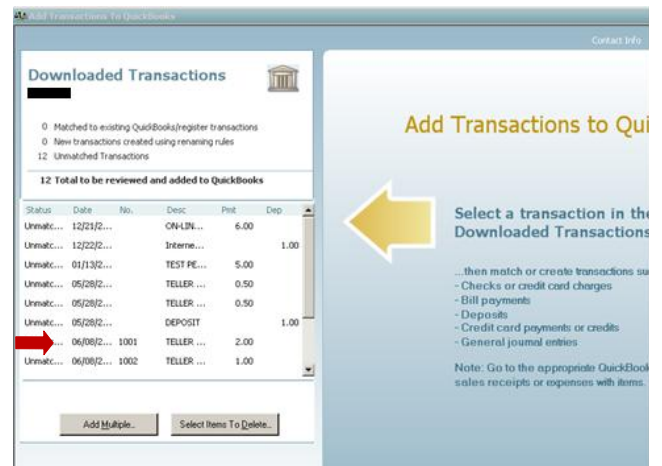
- Click “Ok” to complete the download process.



- Within your Quicken/QuickBooks® program, select the account you would like to receive items.
- Click “Add Transactions to QuickBooks”



- Click on “Add Multiple” to import all data into Quicken/QuickBooks®, or “Select Items to Delete” for corrections.



Refer to your Quicken/QuickBooks® manual or visit the support page at <http://quicken.intuit.com> and click on 'Support' for further assistance.

**For additional assistance,  
call Guaranty Bank and Trust  
1-877-609-5500**