

Self Managed Super Fund (SMSF) Checklist

When you come in to see us at tax-time, please bring the following items to assist us in completing your tax return quickly.

- Bank Statements
- Share Summary, Holding Statements along with Contracts for Buy & Sell
- Dividend Summary and Statements
- Rental Property
 - Statements of Rental Income Received
 - Expenses associated to rental
- Any Contracts of Sale or Disposal of Assets
- Contribution Summary
- Government Co-contribution Correspondence
- Managed Fund/Trust Statements and Taxation Summaries
- Term Deposit Statements
- Insurance
 - Details of Policy
 - Provider
 - Premiums
 - Amount Covered
- Assets
 - List all Business Assets showing Date of Purchase
 - Price
 - Description
- Investment Strategy
- Audit Engagement Letter
- Income and Expenses Summary
- Pension Drawdown Summary, along with any correspondence regarding pension
- Members Application
- Trustees Consent
- Trust Deeds
- Superstream Registration
- Binding and Non-Binding Death Benefit Nominations
- Minutes