

SMSF Checklist

Information required:

	Supplied	N/A
<u>Bank Statements</u>		
Bank Statement for the period 1 July to 30 June for each bank account	<input type="checkbox"/>	<input type="checkbox"/>
Details of all deposits and withdrawals	<input type="checkbox"/>	<input type="checkbox"/>
<u>Roll-Overs</u>		
Rollover Statement for any inward roll-overs	<input type="checkbox"/>	<input type="checkbox"/>
Rollover Statement for any outward roll-overs	<input type="checkbox"/>	<input type="checkbox"/>
<u>Contributions Received</u>		
Records of employer contributions (including salary sacrifice contributions)	<input type="checkbox"/>	<input type="checkbox"/>
Records of personal contributions (both concessional and non-concessional)	<input type="checkbox"/>	<input type="checkbox"/>
<u>Investments</u>		
Details of Rent, Leasing or Hiring Income (Please refer to rental property checklist)	<input type="checkbox"/>	<input type="checkbox"/>
Maturity Notices for Term Deposits	<input type="checkbox"/>	<input type="checkbox"/>
Trust Distribution Statements	<input type="checkbox"/>	<input type="checkbox"/>
Dividend Summary & Statements	<input type="checkbox"/>	<input type="checkbox"/>
Statements of Return of Capital	<input type="checkbox"/>	<input type="checkbox"/>
Contract Notes for any sale/purchase share transactions	<input type="checkbox"/>	<input type="checkbox"/>
Settlement statements for any sale/purchase share transactions	<input type="checkbox"/>	<input type="checkbox"/>
Annual Tax Summary by Fund Managers	<input type="checkbox"/>	<input type="checkbox"/>
Any off-market transfer forms for any in specie contributions	<input type="checkbox"/>	<input type="checkbox"/>
Any other investment assets purchased and sold during the year	<input type="checkbox"/>	<input type="checkbox"/>
<u>Insurance Policies</u>		
Copies of annual life insurance policy provided for members	<input type="checkbox"/>	<input type="checkbox"/>
Copies of death or disability policy provided for members	<input type="checkbox"/>	<input type="checkbox"/>
<u>Benefits Paid</u>		
Details of any lump sum benefits paid to members	<input type="checkbox"/>	<input type="checkbox"/>
Details of pensions paid to members	<input type="checkbox"/>	<input type="checkbox"/>
<u>Other Useful Information</u>		
Details of any derivatives and instalment warrants entered into	<input type="checkbox"/>	<input type="checkbox"/>
Details of interest amounts received	<input type="checkbox"/>	<input type="checkbox"/>
Details of super fund expenses including GST	<input type="checkbox"/>	<input type="checkbox"/>
Details of loans paid out or refinanced	<input type="checkbox"/>	<input type="checkbox"/>
Documents for new leases, loans and hire purchases	<input type="checkbox"/>	<input type="checkbox"/>

Please attach this checklist with your tax information

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