

# SMSF Checklist

Please provide the following information where applicable to your Self Managed Superannuation Fund:

**1. Rollover Documentation (if applicable)**

A 'Rollover Benefits Statement' provided by your previous Superfund for any benefits rolled into your Self Managed Superfund during the period 1 July to 30 June.

**2. Cash Investments**

Your Fund's Bank Account Statements (including those for term deposits and Fixed Interest Securities for the period 1 July to 30 June are required. Unless provided previously, please include a brief description of each payment or receipt so that we may accurately process the transactions.

**3. Share Purchase, Sales & Holdings**

Any documentation relating to shares/ stapled securities held during the year:

- Information relating to any Off Market Transfers;
- Details of any Dividend Re-Investment, Share Buy Backs, Bonus Shares, Rights Issues, IPO's, Share Purchase Plans, Merger, Capital Returns etc; &
- 'CHESS' or "Issue Sponsored" statements

**4. Managed Fund Purchases and Sales**

Details of all managed fund Investments purchased and sold during the period 1 July to 30 June. The following documentation is required:

- Managed Fund purchase/ sale confirmation
- Copies of any Off Market Transfer forms; &
- Details of any Re-Investment of Distribution paid

**5. Other Asset Purchase and Sale (Land/Building/Equipment)**

Details of other Assets purchased and sold during the period 1 July to 30 June.

- Documentation evidencing the purchase settlement statements and sale statements must also be provided.

**6. Income from Assets**

Details of all income received from your Fund's assets. Documentation to be forwarded includes:

- Share Dividend Advice/ Statement;
- Managed Fund Distribution Statement to September following the financial year & Annual Taxation Statement; &
- Details of any other Fund Income, including and Lease Income and Rental Property Statements.

**7. Life Insurance (policy owned by your SMSF)**

The Annual Life Insurance Statement for each member (if applicable). Please note that Insurance is optional for your SMSF and the Annual Life Insurance Statement is only required if your SMSF has actually taken out an insurance policy for a member.

**8. Contributions by Employer**

To enable confirmation of Employer Contributions (9.5% SGC and Salary Sacrifice) deposited into your Funds bank account (where the Employer is not a related party) during the period 1 July to 30 June, please provide:

- Your Employer's Name and Address; &
- The Phone Number of your Employer's Payroll Section

**9. Summary of Other Assets owned at 30 June**

A summary of any Other Assets owned at 30 June; and if known, the market of the assets at 30 June.

**Notes to Accountant:**

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**These checklists are a guide only. Your personal circumstances may be simpler or more complicated. Please provide any additional information relating to your situation.**