SMSF year end accounting checklist

Please return this completed request and associated documentation by mail to:

PO Box R1926
Royal Exchange NSW 1225
P: 1800 458 656

Fund name

Contact name

Address

Telephone

Email

A. Annual information

☐ **Contributions to the fund**

Name	Employer	Member non-concessional (undeducted)	Member concessional (deducted)

☐ ETP Rollover Statements

☐ Government Co-contribution Statement

☐ In-specie transfer contributions

☐ **Benefits paid from the fund**

Name	Lump sum	Pension drawdown

- [ ] **PAYG Payment Summary - Lump sum**
- [ ] **PAYG Payment Summary - Income stream**

- [ ] **Other**
    - [ ] Business Activity Statements and details of calculations
    - [ ] Instalment Activity Statements
    - [ ] ATO portal printouts (where is not the tax agent)
    - [ ] Life cover premium notices (inclusive of TPD and IP Premiums)

B. Investment information

- [ ] **Bank accounts**
    - [ ] Bank statements
    - [ ] Details and documentation of all transactions, including expenses

- [ ] **Shares**
    - [ ] Contract notes for purchases and sales, or broker transaction listing
    - [ ] Share application forms and confirmation of allocations
    - [ ] Holding Statements
    - [ ] Dividend Statements
    - [ ] Documentation of rights, bonus issues, returns of capital, restructures & take-overs
    - [ ] Off-market transfer forms
    - [ ] Broker year end investment summary

- [ ] **Trusts**
    - [ ] Purchase and sale documentation
    - [ ] Distribution notices
    - [ ] Year and tax statements

- [ ] **Term deposits/debentures**
    - [ ] Renewal notices
    - [ ] Interest statements

- [ ] **Managed portfolios**
    - [ ] Annual statement
    - [ ] Year end tax statement
    - [ ] Cash account transaction listing

- [ ] **Property - new purchase**
    - [ ] Purchase documentation
    - [ ] Certificate of title

- [ ] Listing of depreciable fixtures and fittings
- [ ] Listing of deductible construction costs
- [ ] Lease agreement

- [ ] **Property - current year**
  - [ ] Rental income statements
  - [ ] Property expense documentation
  - [ ] Valuation by agent or trustees at year end

- [ ] **Loans**
  - [ ] Loan agreement
  - [ ] Interest statements

- [ ] **Unlisted Trusts and Companies - related**
  - [ ] Financial statements, income tax return
  - [ ] Valuation by trustees at year end

- [ ] **Unlisted Trusts and Companies - unrelated**
  - [ ] Distribution, dividend statements
  - [ ] Valuation by trust/company or trustees at year end

- [ ] **Collectibles**
  - [ ] Purchase documentation
  - [ ] Lease agreement
  - [ ] Valuation by dealer or trustees at year end

C. General information

(Complete only if this information has changed or we are performing work for the first time)

- [ ] **Members**

Name	Date of birth	Tax File Number	Date joined fund	Eligible service date

☐ **Trustees**

Corporate Trustee

ACN/ABN

Individual Trustees or Directors

☐ **Fund information**

Date fund established

/ /

Tax File Number

Australian Business Number

☐ **Fund documentation**

- ☐ Signed Trust Deed
- ☐ Signed Investment Strategy

☐ **Prior year records**

- ☐ Financial statements including audit report
- ☐ Asset acquisition history, or BGL Simple Fund data file (if available)
- ☐ Income Tax and Regulatory Return
- ☐ Member benefit statements
- ☐ Accountant Authority Form (for confirmation/collection of prior years financial or details)