

Self-Managed Superannuation Fund Checklist

Fund Name _____

Fund ABN _____

Fund TFN _____

Trustee of Fund _____

ACN of Trustee (if Company) _____

Prior Year (for new clients only)

- Prior year signed & audited financial report & income tax return
- Prior year signed audit report

Bank

- Bank statements for full financial year for all bank accounts

Listed Investments (Shares in Companies/Units In Trusts)

- Buy contract notes for any new investments in the financial year
- Buy and sell contract notes for any investments sold in the financial year
- Dividend statements/annual tax distribution statements
- Chess or issuer sponsored holding statements (if Chess, please provide HIN)
- Portfolio valuation as at 30 June for the financial year (if available)
- Transaction statement for the financial year (if available)

Investment Property

- Annual real estate agent summary statement (if leased through an agent)
- Invoices/receipts of other rental expenses paid by the Fund
- Loan statements for full financial year

Members

- Details of member contributions during the financial year
- Rollover statements for any benefits transferred in during the financial year

Expenses

- Invoices/receipts for professional fees such as accounting, audit, actuary or financial planning
- Invoices or documents relating to any other expenses paid by the Fund.