Are you Accountable for your Accounts?

Self Managed Super Fund (SMSF) Tax Checklist

Client Name: ___________________________________

Bank Accounts

Please supply the following information for each account:

- Cheque payment details — Yes / No / N/A
- Bank reconciliations (if any). — Yes / No / N/A
- Copies of the fund bank statements. — Yes / No / N/A
- Details of the purpose of each withdrawal from the fund (typically asset purchase, expense payment, pension payment, etc). — Yes / No / N/A

Money Received by The Fund

If you have any of the following items please supply details noting which member each relates to:

- Contributions by an employer. — Yes / No / N/A
- Contributions by you. — Yes / No / N/A
- Other contributions. — Yes / No / N/A
- Roll-overs received by the fund (attach ETP Rollover Statements) — Yes / No / N/A

Income

Please supply the following information:

- Dividend payment advices — Yes / No / N/A
- Interest notices — Yes / No / N/A
- Annual trust taxation statements — Yes / No / N/A
- Rental statements from real estate agents — Yes / No / N/A
- Any other income documentation — Yes / No / N/A

Sale & Purchase of Assets

Please attach documentation for any sale or purchase of the following types of assets:

- Shares — Yes / No / N/A
- Units in a unit trust or managed fund — Yes / No / N/A
- Other assets — Yes / No / N/A

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Property

- Please forward a copy of the purchase contract and purchase settlement letter for any property acquired or sold during the year. Please also advise of the date of construction of any acquired property if known. Yes / No / N/A
- Depreciable items like carpet, light fittings, hot water systems, etc. Attract additional deductions. Please supply a list with the date of purchase and cost of any such newly acquired items. Yes / No / N/A
- Please include statements and agreements relating to any loans, leases or HP agreements Yes / No / N/A

If We Are Preparing Your Return For The First Time, please provide:

- Copy of the fund's last Financial Statements Yes / No / N/A
- A copy of the last tax return of the fund Yes / No / N/A

Other Information

Have you attached anything else or is there any other information that you consider relevant, please provide details below: Yes / No / N/A