

SMSF Client Checklist

NAME OF ENTITY

ADDRESS:.....

TFN ABN

DAYTIME PHONE No. MOBILE No.....

EMAIL ADDRESS

CONTACT PERSON

Information/Documentation required for year-end preparation of Financial Statements and Tax return.

NB Tax year is from 1 July 2018 to 30 June 2019

		Enclosed	
		Yes	No
1	Corporate Register – Trust Deeds etc (if not held by our office)		
2	All Bank Statements for the full Financial Year.		
3	Cheque Book & Deposit Book for the year ending 2019.		
4	Copies of any dividend statements or Managed Fund statements for the year ending 2019.		
5	Copy of <u>all</u> Expenses/Invoices paid by Fund.		
6	Copy of all loan statements for the full Financial Year (if applicable). (If new loan please provide copy of loan contract).		
7	Copies of any Insurance Policies held by Super Fund.		
8	Copies of Shares/Investments Purchased during the 2018/19 year.		
9	Copies of Shares/Investments sold during the 2018/19 year.		
10	Copy of Loan Contract on Purchase/Sale of Property.		
11	Any other details that may be relevant to the fund.		