



2018 SELF-MANGED SUPER FUND INFO CHECKLIST

We have prepared this checklist to help ensure that you have included all of the relevant data when you send us your 2018 SMSF information. Providing us with the information listed below may help reduce your compliance costs.

	YES	NO	N/A
1. Bank Statements – All bank statements for the entire year from 1 July 2017 to 30 June 2018. This also covers Term deposit and Bank Loan accounts where applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Managed Funds Statements – The managed funds will provide two documents. One is the <u>Taxation Statement</u> and one is the <u>Annual Report</u> (this statement provides information on any additional units allocated and market value of units at 30 June). We will require both statements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Dividend Statements – Please provide all dividend statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Share Trading documentation – This may include Broker statements, Chess Statements and Initial Public Offering correspondences. Where trustees are using Online Trading service , please check if there is a downloadable statement of trade history available from website. The statement usually states ‘units of shares @ trade price’ for each transaction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Shareholding summary as at 30 JUNE 2018. This is usually provided by your stock broker / website (eg. Commsec) or printed from your share registry service provider website (eg Computershare)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. SMSF Expenditure – Any operational expenses paid by the SMSF please supply receipts for expenses incurred. <u>Except for</u> accountancy and audit expense which we may already have the copy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Real Property Purchase/Sale – A copy of Contract, Settlement Statement and Solicitor Invoice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Real Estate – Copy of Agents’ correspondence which includes all income from rental property and any expenses paid by the agent in the financial year. Often the agents provide a summary for the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Rental Expenses – Include any additional expenses and receipts paid by the super fund for the rental property this may include Repair/Maintenance, Rates and Electricity accounts. This is not an exhaustive list of possible expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTES TO YOUR MANAGER: