



CLIENT CHECKLIST

SELF MANAGED SUPERANNUATION FUND (SMSF)

Superannuation Fund Name: _____

Email Address _____

Bank Accounts

Please supply the following information for each account:

- Cheque butts **AND** invoices for all expenses Yes / No / N/A
- Copies of **ALL** 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) – include documentation for **all** expenses. 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 – include employer contribution notices 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 and quarterly 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

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 and construction cost of any acquired property if known. Yes / No / N/A
- Please provide copies of Certificate of Title, Lease Agreements and Declaration of trust (if any). 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 copies of accounts for all expenses (rates, insurance etc). 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
- A copy of all minutes of the fund to date Yes / No / N/A

Other Information

- Have you attached anything else Yes / No / N/A
