

SMSF Tax Return Checklist

Fund's Name	<input type="text"/>
Member's Name	<input type="text"/>
Mobile/Phone	<input type="text"/>
Email	<input type="text"/>
TFN	<input type="text"/>
ABN	<input type="text"/>

PAPERWORK TO BRING IN

Backup of Computer Bookkeeping File (e.g. Cashflow Manager, Quickbooks, MYOB etc) with Username & Password	<input type="checkbox"/>	Manual Cash Book (i.e. Money Column or Ledger Book)	<input type="checkbox"/>
Super Fund Bank Account Statements (including Share Trading Account)	<input type="checkbox"/>	Super Fund Bank Account Cheque and Deposit Books	<input type="checkbox"/>
Stockbroker Transaction Listings and Valuation Reports	<input type="checkbox"/>	Receipts for ALL Transactions	<input type="checkbox"/>
Share Purchase and Sale Contract Notes, along with Share Registry Holding Statements	<input type="checkbox"/>	Copies of Business Activity Statements (BAS's) and / or Instalment Activity Statements (IAS's)	<input type="checkbox"/>
Copy of Pension or Lump Sum PAYG Withholding Payment Summaries and Statement issued by the Fund.	<input type="checkbox"/>	Creditors (Payable) at 30 June	<input type="checkbox"/>

Details of Investments purchased and /or disposed during Financial Year, including; - Date of Acquisition & Disposal - Consideration Paid & Received	<input type="checkbox"/>	Investment Trust Distributions Declared, but not yet received at 30th June	<input type="checkbox"/>
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Share Buy Backs, Takeovers, Rights Offers and Share Placement Documentation	<input type="checkbox"/>	Superannuation Rollover Payment Summaries	<input type="checkbox"/>
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Trustees Minutes of Meetings, Investment Strategy, Financial Planners Statement of Advice	<input type="checkbox"/>	Bare Trust Loan Statements	<input type="checkbox"/>
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Income Protection, Life, TPD, Trauma Insurance Renewal Notices	<input type="checkbox"/>
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SUPPORTING DOCUMENTS FOR INCOME

Dividends received on Shares and Managed Fund Statements	<input type="checkbox"/>	Government Co-Contributions	<input type="checkbox"/>
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Interest Received (Term Deposit, Cash Management Trust, Bonus Saver Account etc.)	<input type="checkbox"/>	Rental Income	<input type="checkbox"/>
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Superannuation Contributions (Deducted and / or Undeducted), (Concessional and / or Non-Concessional)	<input type="checkbox"/>	Foreign Income & Foreign Tax Credits	<input type="checkbox"/>
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SUPPORTING DOCUMENTS FOR EXPENSES

ASIC Annual Return Fee for Trustee Company	<input type="checkbox"/>	Accounting Fees	<input type="checkbox"/>
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Bank Fees and Charges	<input type="checkbox"/>	ATO Administration Levy	<input type="checkbox"/>
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Brokerage on Sales and Purchases	<input type="checkbox"/>	Audit Fees	<input type="checkbox"/>
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Computer Software (Share Trading Packages etc.)	<input type="checkbox"/>	Bookkeeping Fees	<input type="checkbox"/>
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Computer Supplies / Hardware	<input type="checkbox"/>	Commissions Paid	<input type="checkbox"/>
Financial Planning Fees & Commissions	<input type="checkbox"/>	Investment Expenses	<input type="checkbox"/>
Members Life and / or Income Protection Insurance Policy	<input type="checkbox"/>	Internet	<input type="checkbox"/>
Interest Expense	<input type="checkbox"/>	Legal Fees	<input type="checkbox"/>
Postage, Printing & Stationery	<input type="checkbox"/>	Rental Property Expenses	<input type="checkbox"/>
Seminars & Conferences	<input type="checkbox"/>	Super Stream ESA Fees	<input type="checkbox"/>
Super Fund Trust Deed Update Expenses	<input type="checkbox"/>	Surcharge Tax Payments	<input type="checkbox"/>

Notes:

Sumbit

Print

Save