

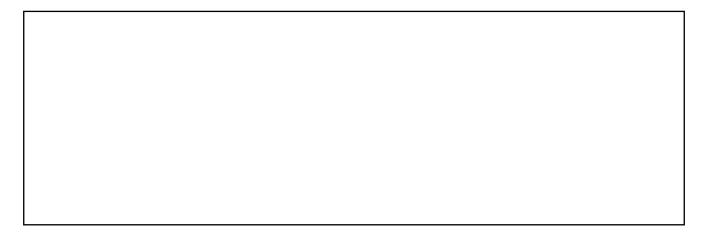
## **SMSF Tax Return Checklist**

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

| Details of Investments purchased and /or<br>disposed during Financial Year, including;<br>- Date of Acquisition & Disposal<br>- Consideration Paid & Received | Investment Trust Distributions<br>Declared, but not yet received<br>at 30th June |  |
|---|--|--|
| Share Buy Backs, Takeovers, Rights Offers and Share Placement Documentation   | Superannuation Rollover<br>Payment Summaries                                     |  |
| Trustees Minutes of Meetings, Investment<br>Strategy, Financial Planners Statement of<br>Advice   | Bare Trust Loan Statements   |  |
| Income Protection, Life, TPD, Trauma<br>Insurance Renewal Notices   |  |  |
| SUPPORTING DOCUMENTS FOR INCOME   |  |  |
| Dividends received on Shares and Managed<br>Fund Statements   | Government Co-Contributions  |  |
| Interest Received (Term Deposit, Cash<br>Management Trust, Bonus Saver Account etc.)  | Rental Income  |  |
| Superannuation Contributions (Deducted and /<br>or Undeducted), (Concessional and / or Non-<br>Concessional)  | Foreign Income & Foreign<br>Tax Credits  |  |
| SUPPORTING DOCUMENTS FOR EXPENSES   |  |  |
| ASIC Annual Return Fee<br>for Trustee Company   | Accounting Fees  |  |
| Bank Fees and Charges   | ATO Administration<br>Levy   |  |
| Brokerage on Sales and<br>Purchases   | Audit Fees   |  |
| Computer<br>Software (Share Trading Packages etc.)  | Bookkeeping Fees   |  |

| Computer Supplies / Hardware   | Commissions Paid                                |  |
|--|---|--|
| Financial Planning Fees & Commissions<br>Members Life and / or Income Protection<br>Insurance Policy | Investment Expenses<br>Internet                 |  |
| Interest Expense<br>Postage, Printing & Stationery   | Legal Fees<br>Rental Property Expenses          |  |
| Seminars & Conferences<br>Super Fund Trust Deed Update Expenses                                      | Super Stream ESA Fees<br>Surcharge Tax Payments |  |

## Notes:



Sumbit

Print

Save