

## SUPERANNUATION FUND (SMSF)

### YEAR END INFORMATION REQUEST CHECKLIST

Please return Audit Engagement Letter together with all source documents related to your super fund for the 2019/2020 income year by mail or email.

**Please note that under the current ATO and Legislative requirements the original or copies of original documents are required for audit purposes.**

**If not supplied, this may result in increased charges for the compliance and audit of your SMSF.**

- 1) **Bank Account** – All statements for the period 01/07/2019 to 30/06/2020
- 2) **Listed Securities**(if applicable)
  - A. All share/ unit purchase or sale contracts
  - B. Off-Market transfer form (if any)
  - C. Broker year end investment summary( if any)
  - D. All Holding Statements received from the share registries for the financial year
  - E. Corporate Actions- documents in relation to any mergers, demergers, takeover, bonus share issues, capital returns etc.
  - F. Dividend statements
  - G. Distribution statements
  - H. Annual tax summaries or annual tax statements
- 3) **Life insurance policies and premium notices for members** (if applicable)
- 4) **Rollover Benefits Statements** for funds that were rolled into the SMSF during the year.
- 5) **Contributions** –provide a summary of cash contributions or note on the bank statements.
- 6) **In-specie contributions**, if any – Documentation relating to transfer of assets to the SMSF as contributions,
- 7) **Rental statements** ( if applicable)
  - A. Statements from Agent
  - B. Council & Water Rates
  - C. ESL & Land tax
  - D. Invoices for repairs
- 8) **Trustee Representation Letter**
- 9) **Audit Engagement Letter**
- 10) **ATO Trustee Declaration**
- 11) **Any other relevant documentation**