

Tax Return Checklist

SUPERANNUATION FUND (SMSF)

YEAR END INFORMATION REQUEST CHECKLIST

Please return required form together with all source documents related to your super fund for the income year by mail or email to:

Concept Accountants
Unit 6, 198-200 Main South Road
Morphett Vale, SA 5162

Email: admin@conceptaccountants.com.au – Subject: Administration of SMSF

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
- 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) **Any other relevant documentation.**