

Self Managed Super Fund (SMSF) Checklist

When you come in to see us at tax-time, please bring the following items to assist us in completing your tax return quickly.

- Bank Statements
 - Bank statements with total interest received
- Share Summary, Holiday Statements along with contracts for buy & sell
- Dividend Summary & Statements
- Rental Property
 - Statements of rental income received
- Any contracts of sale or disposal of assets
- Contribution Summary
- Government co-contribution correspondence
- Trust Statements & Taxation Summaries
- Term Deposit Statements
- Insurance
 - Details of policy, provider, premiums, amount covered
- Assets
 - List all business assets showing date of purchase, price, description, hire purchase or lease details.
 - Details of any repairs or maintenance to business assets during the tax year.
- Investment Strategy
- Audit Engagement Letter
- Income & Expense Summary
- Pension drawdown summary, along with any correspondence regarding pension