



SMSF Checklist

To complete your Income Tax Return, please complete the following fact sheet “in full” and forward it to our office along with your source documents.

Subject to the timely receipt of all the necessary information, your tax return will be completed in approximately 3-4 weeks.

FUND DETAILS

Superannuation Fund Name	
Tax File Number (TFN)	
Australian Business Number (ABN)	
Trustee Name(s)	
Australian Company Number (ACN)	
Address	
Best Contact Person	
Phone Number	
Email	

MEMBER DETAILS

		Member 1	Member 2
Title			
Full name			
Preferred name			
Date of birth			
Tax File Number			
Residential address			
Postal address			
Email			
Phone	H		
	W		
	M		
Fax	H		
	W		

OTHER DETAILS:

- Please forward along with this sheet the following documents:
 - Most recent set of financial statements (NEW CLIENTS ONLY)
 - Most recent tax return lodged (NEW CLIENTS ONLY)

INFORMATION REQUIRED

1. Original and any amended Trust Deeds.
2. ATO notice of complying fund status.
3. Trustee consent/declaration form.
4. Minutes of meetings of Trustees.
5. Application for Membership for all members.
6. Death Benefit Nomination for all members.
7. Investment Strategy.
8. Bank account statements for the period.
9. Documentation supporting all deposits to bank account for the period, including:
 - Dividend advice slips;
 - Annual tax statement for Fund/Trust investments;
 - Term deposit advices;
 - Rental property Agent summary;
 - Investment “sell” documentation;
 - Employer contribution advice; and
 - Rollover statements.
10. Details/documentation of fund income received during the period that was not deposited to the Funds bank accounts.
11. Details/documentation supporting income and/or contributions receivable at year end.
12. Documentation supporting all withdrawals from bank account for the period, including:
 - Invoices for all expenses;
 - Insurance policies; and
 - Investment “buy” documentation.
13. Details/documentation of fund expenses paid during the period that was not paid from the Funds bank accounts.
14. Documentation supporting expenses and/or benefits payable at year end.
15. Documentation confirming ownership of all investments at year end.
16. Documentation confirming market value of all investments at year end.