



## FUND DETAILS

NEW CLIENT: YES  NO  (IF NEW CLIENT, WE REQUIRE LAST YEARS FINANCIAL REPORT & TAX RETURN)

FUND NAME:

FUND TRUSTEES:

WORK TEL NO:

TELEPHONE:

EMAIL:

HOW WOULD YOU LIKE YOUR TAX RETURN SENT TO YOU ON COMPLETION FOR SIGNING?

EMAILED  POSTED  INTERVIEW

(PLEASE ENCLOSE ALL RELEVANT DOCUMENTS AND RECEIPTS FOR ALL TRANSACTIONS)

## GENERAL

- We require all bank statements for each account for the year (1/7 - 30/6)  
*(Please detail on bank statement what each transaction is)*
- Documents and details of assets/investments purchased or sold
- Any minutes of meetings by trustees regarding SMSF transactions?
- IMPORTANT** We need a copy of the current investment strategy for the SMSF for auditor
- We require a summary of all investments held by the fund as at 30th June

## INCOME

- We need to identify all deposits made into the superfund
- Contributions into fund?
- Rollovers into fund? - need ETP rollover statement
- Dividends received? - need dividend slips

## EXPENSES

- We need to identify all withdrawals made from the superfund
- Investment purchases? (require paperwork on all new investments)
- General Superfund expenses?
- Rental property expenses?
- Loan Statements for any borrowing using Bare Trust
- Other withdrawals?
- Pension Payments (require paperwork detailing pension setup)
- Managed Investment trust distributions? (Require end of year Tax Summary)
- Rental Property Income?
- Other deposits?

# 2018 TAX RETURN SMSF CHECKLIST



## OTHER CLIENT QUESTIONS/CONSIDERATIONS:

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## TRUSTEE DECLARATION

*I/We certify that this is a complete account of all sources of income and expenses derived during the year. I/We hereby declare that we have provided all necessary and relevant information regarding our income and expenses from all sources in and out of Australia for the superfund.*

SIGNED TRUSTEE:

DATE:

## ELECTRONIC FUNDS TRANSFER

*Electronic Funds transfer – all tax refunds will only be paid by the ATO electronically and therefore we will require your bank account name, BSB and account number to process any tax refunds.*

ACCOUNT NAME:

BSB:

ACCOUNT NUMBER:



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