SMSF DOCUMENT CHECKLIST

STERLING TAXATION

CLIENT NAME | CONTACT PHONE:

ADDRESS : | CITY/PCDE:

Please tick each attachment you provide to us :

Submit Form | Reset Form

☐ **ROLLOVER STATEMENTS** *Please provide statements of any rollovers from/to any other super funds.*

☐ **MEMBER / TRUSTEES INFORMATION** *Please let us know if any of the contact details of members or trustees have changed during the financial year.*

☐ **SUPER CO-CONTRIBUTION** *If you received a co-contribution, please provide correspondence (statement of account / remittance advice) from the ATO.*

☐ **INSURANCE POLICY DOCUMENTS** *(This relates to any insurance paid for you by the fund - Life, Trauma and/or property insurances)*

☐ **BANK STATEMENTS** *(Showing opening balance 1st July to closing balance 30th June each financial year)*

☐ **TERM DEPOSITS** *(Showing opening balance 1st July to closing balance 30th June each financial year)*

☐ **MANAGED FUNDS** *Please provide Tax Statement as well as Annual report showing value of fund as at 30th June.*

☐ **DIVIDEND STATEMENTS & CHESS HOLDING STATEMENTS** *Please provide your HIN* ______ *if it is not quoted on the statements your provide.* ***(Ensure all dividends go into your Superfund's bank account, never your personal accounts)***

☐ **SHARE TRADING DETAILS** *Please provide details on your share purchases & sales & broker statement of holdings as at 30 June each financial year).* ***(Ensure all shares are purchased in the Superfund's name, not your personal name)***

☐ **PROPERTY** *If you own property you need to obtain an appraisal (not a full valuation) from a real estate agent dated 30th June each year. If you purchased a new property we need a copy of the Offer & Acceptance as well as the settlement statement and title information.*

☐ **RENTAL PROPERTY INCOME / EXPENSES** *Please CLICK HERE to download the Rental property checklist*

☐ **INVOICES** *for all expenses paid from the Superfund Bank Account*

Please make your comment below:

We thank you for your support in ensuring your fund is administered correctly and by providing your documents no later than 31st October each year. Audits can take up to two months and we need to submit the documents to the auditor as early as possible.

NEW CLIENTS PLEASE PROVIDE A COPY OF THE MOST RECENTLY LODGED TAX RETURN
Please attach this list to the copies of your documents that you forward to us:
Please don't forward originals by mail

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