

Self-Managed Superannuation Fund Checklist July 2023-June 2024 Financial Year



We have prepared this checklist as a guide to help you collect the documents and items that will help us to prepare your fund's 2024 accounts and tax return. If there is any other information that you think may be relevant, please send it to us.

Superannuation Fund Details *(New clients please complete, continuing clients please notify us of any changes)*

Name of fund: _____

Tax file number: _____ ABN: _____

Postal address: _____

Phone: _____

Email: _____

Electronic Service Address (ESA): _____

Bank Statements

	Information Provided	Not Applicable
Download CSV file of bank account entries from internet banking (up to 30 June 2024)	<input type="radio"/>	<input type="radio"/>
Bank statements for the whole year (showing balance at 30 June 2024)	<input type="radio"/>	<input type="radio"/>
Cashbook or details of all deposits and withdrawals	<input type="radio"/>	<input type="radio"/>

Investments

	Information Provided	Not Applicable
Dividend statements	<input type="radio"/>	<input type="radio"/>
Buy/sell contract notes for shares/managed funds or transfer forms for in specie contributions	<input type="radio"/>	<input type="radio"/>
Broker portfolio valuation and trading transactions report	<input type="radio"/>	<input type="radio"/>
Term deposit statements and interest details	<input type="radio"/>	<input type="radio"/>
Distribution statements from trusts	<input type="radio"/>	<input type="radio"/>
Annual tax statements from managed funds	<input type="radio"/>	<input type="radio"/>
Details of rental property income and expenses	<input type="radio"/>	<input type="radio"/>

Contributions & Rollovers

	Information Provided	Not Applicable
Records of all employer contributions	<input type="radio"/>	<input type="radio"/>
Records of all after-tax/personal contributions	<input type="radio"/>	<input type="radio"/>
Details of all rollovers received including Rollover Benefits Statements	<input type="radio"/>	<input type="radio"/>

Pensions & Lump Sums

	Information Provided	Not Applicable
Details of pension payments made to members	<input type="radio"/>	<input type="radio"/>
Details of lump sum benefits paid to members	<input type="radio"/>	<input type="radio"/>

Additional Information

	Information Provided	Not Applicable
New clients: Copy of last tax return and accounts	<input type="radio"/>	<input type="radio"/>
Life/disability insurance policies provided to members	<input type="radio"/>	<input type="radio"/>
Accountancy, investment and management expenses	<input type="radio"/>	<input type="radio"/>