



2020 SUPER FUND ANNUAL ACCOUNTS CHECKLIST

OFFICIAL USE ONLY

☐ Meeting ☐ Email ☐ Phone ☐ Post

☐ Contact information verified/updated in Practice Management System

Full name of SMSF	
Address (residential)	
Address (postal)	
Telephone	Mobile:
	Business Hours (work):
	After Hours (home):
Email (which is suitable to receive your confidential financial information)	
Electronic Banking Details (for refund if applicable)	BSB:
	Account Number:
	Account Name:
How do you wish to receive and sign your accounts? (please circle)	<div>Paper</div> <div>DocuSign</div> <div>Electronic (PDF attached to email)</div>

PLEASE RETURN COMPLETED FORM TO OUR OFFICE.

PLEASE INDICATE INFORMATION PROVIDED OR NOT APPLICABLE FOR EACH OF THE ITEMS LISTED.

ATTACH SUPPORTING DOCUMENTATION.

BANK STATEMENTS		Y/N	Information Provided
1	Bank statements (for all bank accounts/term deposits/loan accounts) for the period 1 July 2019 to 30 June 2020		
2	Details of all deposits and withdrawals		
3	Cheque book butts and deposit books		

Term Deposits/Shares/Managed Funds/Unlisted Investments		Y/N	Information Provided
1	Interest statements		
2	Maturity notices for term deposits		
3	Distribution statements from Trusts/Managed Funds		
4	Dividend statements		
5	Statements of returns of capital (from shares)		
6	Contract notes and settlement statements for any shares purchased		
7	Sell notes and settlement statements for shares sold (and original contract notes if possible)		
8	Confirmation for units purchased in managed funds		
9	Sell notes for units in managed funds sold (and original purchase notes if possible)		
10	Portfolio valuations as at 30 June 2020		
11	Managed funds distribution statements, annual tax statements and capital gains statements		
12	Off-market transfer forms for any in-specie contributions		
13	Details of any investments acquired from members or their associates during the income year		
14	Details of any investments in related parties, including any outstanding distributions to be received		
15	Details of any other investment assets purchased and sold		
17	Unlisted Share Certificate /Unlisted Unit trust Certificates/ Holding statements if bought or sold during the 2020 financial year		
18	Signed Unlisted entity financial report, Tax return and Market Value calculation for 2020 Financial Year		

PROPERTY INFORMATION		Y/N	Information Provided
1	Annual rental income summary for the year ended 30 June 2020		
2	Property expenses such as Council Rates, Water Rates, Body Corporate Fees, repairs, capital expenses, property insurance, Land Tax etc. for the period 1 July 2019 to 30 June 2020		

3	Depreciation Schedules		
4	Signed copy of the property purchase contract (if applicable) / signed property sale contract (if applicable)		
5	Current signed lease agreement		
6	Current Market appraisal of the property		
7	NRAS (National Rental Affordability Scheme) documentation		
8	COVID-19 Rent Relief – all letters/emails from/to tenants with regards to the provision of rent relief in response to the COVID-19 crisis		

CONTRIBUTIONS RECEIVED		Y/N	Information Provided
1	Records of all employer contributions (including salary-sacrifice contributions)		
2	Records of any after-tax contributions (e.g. personal contributions)		
3	Records of any contributions where no TFN was quoted		
4	Written notices from members stating intention to claim deductions for their personal contributions		
5	Acknowledgement notices by trustee to members confirming receipt of notices for personal contributions		

ROLLOVERS		Y/N	Information Provided
1	Details of inward rollovers		
2	Details of outward rollovers		

INSURANCE POLICIES		Y/N	Information Provided
1	Copies of annual life insurance policy provided for members and invoices		
2	Copies of death or disability policy provided for members and invoices		

BENEFITS PAID		Y/N	Information Provided
1	Details of any lump sum benefits paid to members		
2	Details of any pensions paid to members, including copies of PAYG summaries if applicable		
3	Details of early release benefits (e.g. Because of the COVID-19 pandemic) and ATO approved letter that the member is eligible for an early release of super		

COMMON DEDUCTIONS		Y/N	Information Provided
1	Death or disability premiums		

2	Actuarial costs, accountancy fees and audit fees		
3	Investment expenses, including nature of the expenses		
4	Management and administrative expenses, including nature of the expenses		

ADDITIONAL INFORMATION – IF YOU ARE A NEW CLIENT		Y/N	Information Provided
1	Signed current Trust Deed		
2	Signed Binding Death Nominations (if available)		
3	Signed current Investment Strategy		
4	Signed ATO Trustee Declarations (if available)		
5	Signed prior year Audited Financial Statements and Income Tax Return (30 June 2019)		
6	Signed prior year audit report (30 June 2019)		
7	Signed audit management letter (if available for 30 June 2019)		
8	Current ASIC Company Statement (if you have a corporate trustee)		
9	Signed pension documentation (if in pension mode)		
10	Audit Management Letter		
11	Valid Power of Attorney (if applicable)		
12	Signed Loan Agreement(s) (if applicable)		
13	Transfer Balance Account Report (TBAR) declaration/s lodged with the ATO (if any)		
14	Unrealised capital gains report as at 30 June 2019		
15	Depreciation schedules		
16	Signed purchase contract/s (if purchased via LRBA)		
17	Signed Loan Contract		
18	Signed lease agreement		
19	Property purchase cost base		
20	Signed Bare Trust (if purchased via LRBA)		
21	Statement of Beneficial ownership (if any)		
22	Copy of the insurance payment invoice for the year ended 30 June 2020		
23	Current benefit/policy details such as type of cover, cover amount, member name/s		
24	Rollover statements for the period 1 July 2019 to 30 June 2020		
25	Signed Section 293 ATO release authority form (if applicable)		
26	Contribution details for the last 3 financial years		

