

SMSF Checklist

results
accounting

Please provide evidence

Bank Accounts

- ☐ Statements for the period 1 July to 30 June with cheque deposits and details
- ☐ Copies of interest advices for all interest-bearing accounts
- ☐ Term Deposit Statements

Shares, Trusts & Dividends

- ☐ Statements along with contracts for Buy & Sell
- ☐ Trade Reports
- ☐ Copies of dividend advices
- ☐ Copies of any fund statements

Rental Property Income

- ☐ Annual and monthly rental statements
- ☐ Rental expenses, details of any repairs or maintenance to assets during the tax year
- ☐ Signed Lease agreement
- ☐ Title Search
- ☐ Market Appraisal
- ☐ Landlord Insurance Policy
- ☐ Depreciation - List all assets showing date of purchase, price, description, hire purchase or lease details
- ☐ Purchase of investment property, settlement statement when bought
- ☐ Bare trustee details and deeds if a borrowing arrangement has occurred

Contract of sale or disposal of Assets

- ☐ Copies of settlement statements when sold
- ☐ Contract of sale

Contribution Summary

- ☐ Member details of contributions and type of contribution
- ☐ Attach any rollover statements
- ☐ Government co-contribution correspondence

General

- ☐ Investment strategy
- ☐ Audit Engagement Letter
- ☐ Pension drawdown summary, along with any correspondence regarding pension
- ☐ Copy of Life Insurance policy if taken

New Funds

- ☐ Trust Deeds
- ☐ Signed Trustee Consent
- ☐ Signed Application for Membership

accountants | business advisors | tax agents

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