

Year End Checklist Superannuation Clients



Instructions

- Please complete all sections regardless of applicability.
- Please place a tick in one box only as per instructions 2, 3, 4 & 5.
- Where the section does not apply, please place a tick in the box marked "N/A".
- Where the section is applicable but you do not have a copy of the information requested, please place a tick in the box marked "Unavailable".
- Where the section is applicable and you have the information requested, please place a tick in the box marked "Attached". Please file all documents immediately behind this checklist.

Have your details changed?

Please complete the below if your details have changed.

SMSF Name: _____

Contact Name: _____

Postal Address: _____

Email: _____

Phone: _____

Please tick

	Attached	Unavailable	N/A
1. Bank Accounts Please provide copies of all bank statements from 1 July to 30 June for each account.			
2. Term Deposits Please provide copies of all term deposit statements from 1 July to 30 June for each account.			
3. Managed Fund Statements Managed funds provide two documents. One is the Taxation Statement and the other is the annual transaction statement (this statement provides all transaction information, additional units allocated and market value of units at 30 June). We will require both these statements.			
4. Dividend Statements Please provide copies of all dividend statements received throughout the year.			
5. CHESS Statements Please provide copies of all CHESS statements.			
6. Share Purchase and Sale Documentation Please provide copies of all documentation relating to share purchases and sales. This may include Broker statements, CHESS statements and Initial Public Offering correspondence including rights/entitlement issues, takeovers, mergers, demergers, capital return payments, rights and options.			

<p>7. Managed Funds Sale Purchase Documentation Please provide copies of all documentation relating to managed funds purchases and sales.</p>			
<p>8. Expenses Please supply invoices for any expenses incurred that were paid by, or on behalf of the super fund. This includes any life insurance policies if applicable.</p>			
<p>9. Confirmation of Employers Contribution This comes in the form of correspondence from the employer stating amounts paid to the member for the financial year. This can also be noted on bank statements.</p>			
<p>10. Rental Property Please provide a copy of agents' correspondence which includes all income from rental property and any expenses paid by the agent in the financial year. Often the agent provides a summary for the year. Please also provide copies of lease agreements, purchase/sale contracts and settlement statements where applicable.</p>			
<p>11. Real Estate Valuations The Australian Tax Office recommends a valuation takes place every three years. This is recommended to ensure that the value shown within the super fund financial statements is a true representation of the value.</p>			
<p>12. Other Assets Please provide any sale and purchase contracts for movement during the year. Please also provide storage agreements, insurance policies and market valuations for each asset where applicable.</p>			

Please use the space provided below to advise of any other information you think may be relevant.

SRN/HIN:

Thank you for providing your documentation. If we have any questions, we will be in touch to discuss.

Contact Us

If you need any assistance, please contact our Superannuation team on the details below.

Brisbane
Bundaberg
Fraser Coast
Gladstone

Business Advisors
Chartered Accountants
Wealth Managers

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For what matters