



Superannuation Warehouse

Shop 1/116 Balcombe Road
Mentone, VIC 3194
Tel 03 9583 9813
www.smsfwarehouse.com.au

Name of the SMSF

Year of annual return

Please take the time to complete this checklist as it is a very important part of completing your work efficiently. It helps you:

- Identify and provide the information we need to prepare your SMSF Financial Statements
- Minimise the queries from us during the preparation of your Financial Statements

Please send us the relevant documents for all the investments in your SMSF

Bank Accounts

	Yes	No	N/A
Please provide all bank statements in excel format with explanations for all transactions from 1 July to 30 June	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Please send us the PDF / scanned copy of the 30 June statement to confirm ownership by the SMSF and closing balance for audit file completeness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If there are Term Deposits, please send us all Term Deposit statements from 1 July to 30 June	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Rollover Statement

	Yes	No	N/A
Please provide us with the Rollover Benefit Statement if there is transfer-in from another super fund	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Listed Shares & Listed Unit Trust Investments

	Yes	No	N/A
Transaction summary statement for the period from 1 July to 30 June	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Financial Year summary statement as at 30 June to confirm units held and market value as at 30 June	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dividend or distribution statements during the year	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Annual Tax Statement for Listed Unit Trust for the current financial year	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Unlisted Shares and Unlisted Unit Trusts

	Yes	No	N/A
Unit or Share Certificate to confirm the units held and market value as at 30 June	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Market value as at 30 June	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Signed Financial Reports and Tax Return for Unlisted Unit Trust for the current financial year	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Private company

	Yes	No	N/A
Share certificate confirm the units held by the Fund and market value as at 30 June	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Extract of ASIC Certificate showing Directors and Shareholders to confirm the SMSF does not have a control and voting right over the entity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If there is dividend income, we need the dividend statement to record the franked / un franked components	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Managed Investments

	Yes	No	N/A
Annual Tax / Distribution statements for the year	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Financial Year Summary Statement from 1 July to 30 June	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Property

	Yes	No	N/A
Depreciation schedule if applicable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rental statements showing the relevant Income and Expenses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Loan Agreement , loan statements / loan repayment schedule if applicable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Title Deed for the property	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Property settlement statement / Statement of Adjustment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Property revaluation (can be a Trustee revaluation)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Signed lease agreement (no related party for residential property)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Property insurance policy for the period from 1 July to 30 June	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tax invoices/ payment receipts for all expenses paid by the SMSF	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Executed Contract of Sale to confirm the ownership by the SMSF	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Executed Declaration of Custody Trust if the Fund purchased a property with loans	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Precious Metals, Art Works and other Collectible Assets

	Yes	No	N/A
Purchase and sale contracts in the name of the SMSF	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Year-end holding statements to confirm the value as at 30 June	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Details of where the asset is held and confirmation it is not used by the Members or a related party	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Insurance policy statement for all collectable and personal use assets from date of purchase	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Summary of all bullions noting type and quantity of all bullion as at 30 June	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A dated photo of all bullion held by the Fund to confirm the existence of all these assets	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Crypto Currency Investment

	Yes	No	N/A
Holding summary statement as at 30 June to confirm all bitcoin held and market value as at 30 June	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Summary Statement for bitcoin trading account from 1 July to 30 June	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Summary Statement for cash account from 1 July to 30 June	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Life Insurance

	Yes	No	N/A
Insurance Policy Statements showing the insurance payments and the name of the SMSF	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide the copies of the relevant minutes, if the Fund has following activities:

- ☐ Change in tax status i.e.: Member moved from accumulation to pension phase
- ☐ Change of Trustee or Member

Important note

- ☐ We will send all the Financial Reports via Echosign for digital signature. This eliminates the need for printing and scanning signed pages back to us. An email will be sent to you to notify once the reports are sent. Please look out for the email from Echosign.
- ☐ As per the section 35B of the SIS acts, the accounts and the financial statements must be signed by at least two Trustees. Please remember to provide us with at least two email addresses of the Trustees. We will send out the Echosign emails to those Trustees for digital signatures.
- ☐ Superannuation Warehouse operates as an accounting firm and is not licensed to give financial advice. Therefore, we don't provide any financial advice.

Declaration

- ☐ I acknowledge and understand my responsibilities for:
 - Reliability, accuracy and completeness of the accounting records/financial information
 - Disclosure to Superannuation Warehouse of all material and relevant information
- ☐ As Trustee of the Fund, I understand my obligations under self assessment to keep full and proper records for minimum 5 years

As Trustee of the Fund, I confirm the information supplied is complete in order to start the accounting process.

Prepared by

Name

Date