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## SMSF TAX RETURN CHECKLIST

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### ❖ INCOME

- ☐ Capital gains and losses – if any shares were sold during the year, we require contract notes, share trading statements or fund manager reports. For property sales we require the contract of sale and settlement statement
- ☐ Rental income - an annual statement from a property manager, or a lease agreement if no manager
- ☐ Bank statements and term deposit statements showing all interest earned
- ☐ Dividend statements (may not be required where we have a direct feed from the share registries)
- ☐ Trust distribution tax statements. For any unlisted private trusts we require a copy of the financial report and tax return of the trust
- ☐ Details of any corporate actions - share buy backs, takeovers, mergers, rights issue and share purchase plans
- ☐ Contributions – details of any contributions made into the fund, whether from an employer, from after tax money or if a tax deduction has or will be claimed
- ☐ A copy of a Rollover Benefit Statement for any transfers into the fund

### ❖ DEDUCTIONS

- ☐ Interest expense – copy of loan statements if the fund has a property investment loan (limited recourse borrowing arrangement)
- ☐ Tax depreciation schedule
- ☐ Insurance policy schedules for all policies owned by the fund
- ☐ Invoices for fund expenses including accounting fees, audit fees, legal fees, ASIC fees and investment advice fees
- ☐ Any rental property expenses not included on a property manager's statement

❖ **ASSETS**

- ☐ Copy of all bank and term deposit statements
- ☐ Recent property valuation (real estate letter confirming market value)
- ☐ If you have purchased a property during the year then we will also need:
  - Contract of Sale
  - Settlement Statement
  - If you borrowed for the purchase then we need a copy of the Loan Agreement and Bare (Property) Trust Deed
- ☐ Annual summary of shares and managed funds held at the end of the financial year

❖ **OTHER DOCUMENTS**

- ☐ Pension documents for any new pensions started during the year
- ☐ Copy of SMSF Trust Deed and any amendments
- ☐ Current Investment Strategy
- ☐ Any Trustee Minutes or details of any changes