



# SMSF Checklist

## 2017/2018

Super Fund Name \_\_\_\_\_

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... advisers to business

# Your Self Managed Super Fund Information

To enable BCH Accountants to complete the 2017/2018 financial statements and taxation return for your superannuation fund we require all relevant information

- 1. All Bank Statements for **each** Self Managed Super Fund (SMSF) Bank Account
- 2. Self Managed Super Fund Cheque Book/s and Deposit Book/s
- 3. Documents for Eligible Termination Payment (ETP) Rollovers into Self Managed Super Fund (usually during first year)
- 4. Superannuation Payment details made into your Self Managed Super Fund during the year either by yourself or your employer
- 5. Information for all investments during the financial year including:
  - Dividend Statements and Share Holding Statements
  - Buy and Sell Contract Notes
  - Any new Floats of Companies you have participated in
  - Any additional Share Purchase Plan, Rights Issue or Units purchased
  - Quarterly Distribution Statements from Fund Managers
  - Quarterly and Annual Tax Statement from Fund Managers
  - Share Broker annual trading summary sheet, if applicable
- 6. Rental Property or Leased Land:
  - Settlement Statement and Copy of Certificate/s of Title if property or land transferred in current year
  - Lease Agreement
  - Details of Rent or Lease Payments received during the year
  - All expenses including:
    - Real Estate Agent Fees (Include Annual Summary and Monthly Statement)
    - Council rates
    - Water rates
    - Insurance
    - Legal Fees
    - Repairs and maintenance expenses
    - Any other rental expenses
- 7. Copy of all invoices or expenses paid by the Self Managed Super Fund
- 8. Any other relevant information for the Self Managed Super Fund
- 9. If you have not returned the Trustee's Representation letter sent to you previously, please return the letter signed, as soon as possible

**Although we may already have some of this information it would be appreciated if you could ensure that any documents still outstanding are provided as soon as possible.**

**If you require any assistance or information please do not hesitate to contact either Rod Taylor or Rhonda Tursi on (03) 5381 1088.**