

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. | | | |

