



WILSON PATERAS
ACCOUNTANTS & ADVISORS

Self-Managed Superannuation Funds (SMSF) Information Checklist

Please use this document to help you collect all the necessary information for the preparation of your Self-Managed Super Fund's financial statements and tax return for this financial year.

Some of the questions may not be relevant to you or you may have special circumstances which are not listed here.

If you have any questions please contact our office on (03) 8419 9800 to discuss your needs.



Bank Accounts	Yes	No	N/A
Bank Statements for the financial year period 1 July – 30 June	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details and documentation of all transactions, including expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shares	Yes	No	N/A
Contract notes for purchases and sales, or broker transaction listing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Share application forms and confirmation of all allocations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holding statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dividend statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation of rights, bonus issue, returns of capital, restructures, take overs and broker year end investment summary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Off-market transfer forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trusts	Yes	No	N/A
Purchase and sale documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Distribution Notices and year-end tax statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Term Deposits/Debentures	Yes	No	N/A
Renewal notices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interest statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managed Portfolios	Yes	No	N/A
Annual statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Year-end tax statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash account transaction listing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Property – New Purchase	Yes	No	N/A
Purchase documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of title	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listing of depreciable fixtures and fittings/construction costs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lease agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Property – Current Year	Yes	No	N/A
Rental income statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Property expense documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Valuation by agent of trustees at year-end	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instalment Warrants/Loans	Yes	No	N/A
Loan agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interest statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unlisted Trusts and Companies – Related or Unrelated	Yes	No	N/A
Financial statements, income tax return	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Valuation by trustees at year-end	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collectibles	Yes	No	N/A
Purchase documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lease agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insurance detail and invoice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Valuation by registered valuer at year-end	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documented storage arrangements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contributions	Yes	No	N/A
Break up of personal contributions between members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Break up of employer contributions between members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Break up of government co-contributions between members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ETP Rollovers/Transfers In	Yes	No	N/A
Copies of ETP rollover statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Benefit Payments	Yes	No	N/A
Detail payments made to members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Records	Yes	No	N/A
Life insurance policy renewal notice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details of any other expenses paid by the trustees and members on behalf of the fund	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details of all other superannuation accounts you hold outside your self-managed superannuation fund	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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