

## SMSF - Check List

### SMSF Details

SMSF Name: \_\_\_\_\_

Has any of the following information changed since the last year's tax return lodgement? Yes/No

1. New Residential address: \_\_\_\_\_

2. New Postal address: \_\_\_\_\_

3. New Contact details:

Home Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_

4. Banking Details *(Please note, this must be the SMSF's bank account)*

Account Name: \_\_\_\_\_

BSB: \_\_\_\_\_ Account Number: \_\_\_\_\_

### New Client

If you are a new client, please provide the following information:

- |  |          |                          |
|--|----------|--------------------------|
| 1. Superannuation Fund Deed  | Attached | <input type="checkbox"/> |
| 2. Minute Book and Member's Register                               | Attached | <input type="checkbox"/> |
| 3. Investment Strategy document                                    | Attached | <input type="checkbox"/> |
| 4. Financial statements and tax return for the last financial year | Attached | <input type="checkbox"/> |
| 5. Purchase dates of all Fund investments and assets               | Attached | <input type="checkbox"/> |
| 6. Documentation for any members receiving a pension from the Fund | Attached | <input type="checkbox"/> |

### Rollover Information

Please provide the following:

- |   |          |                          |
|---|----------|--------------------------|
| 1. Rollover Benefits Statements for rollovers into or out of the fund | Attached | <input type="checkbox"/> |
|---|----------|--------------------------|

### **Bank Accounts**

Please provide the following:

1. Bank Statements for the period: 1<sup>st</sup> July - 30<sup>th</sup> June Attached ☐
2. Term Deposit Statements for the period: 1<sup>st</sup> July - 30<sup>th</sup> June Attached ☐
3. Details of all deposits & withdrawals (written on bank statements or an external list)  
Attached ☐
4. SMFS's cheque and deposit book butts Attached ☐

### **Investments**

Please provide the following for the period, 1<sup>st</sup> July - 30<sup>th</sup> June:

1. Term deposit certificates and interest payment statements Attached ☐
2. Share dividend statements (also dividend re-investment statements) and holding statements  
Attached ☐
3. Unit Trust distribution statements, holding statements and annual taxation statement  
Attached ☐
4. Managed Fund transaction statements and annual taxation statement Attached ☐
5. Payment advices and any letters relating to capital transactions for shares and Unit Trusts, such as demergers, rights issues, compulsory acquisitions, share buybacks and Liquidations  
Attached ☐
6. Purchase Settlement statements and sales contracts of any other assets purchased and sold during the year, such as property or land Attached ☐

### **Market Valuation**

Please provide the Market Value for all of the Fund's assets as at 30 June Attached ☐

### **Contributions**

Please provide the following for the period, 1<sup>st</sup> July - 30<sup>th</sup> June:

1. If employer contributions are made to the Fund, please provide the following:
  - a. Provide the member's name Attached ☐
  - b. Provide the employer's name, ABN and contact details Attached ☐
2. If personal contributions are to the Fund, please provide the following:
  - a. Provide the member's name Attached ☐
  - b. Provide written details if the member is going to make a tax - deduction for their contributions Attached ☐

## **Expenses**

Please provide the following:

1. Details, and written proof of all the expenses of the Fund for the period, 1<sup>st</sup> July - 30<sup>th</sup> June  
Attached ☐
2. Details of any expenses paid by the members on behalf of the Fund (ie. Not from the Fund's bank account) Attached ☐
3. Life Insurance premium invoices Attached ☐

## **Declaration**

I confirm that the above information is true and correct to the best of my knowledge and that where necessary I hold documentary evidence in support of my claims.

Signature of Trustee \_\_\_\_\_

Date Declared \_\_\_\_/\_\_\_\_/\_\_\_\_

## **How to send this form to HK Dilan:**

Please select one of the following methods to send this form together with all supporting documentation to us for processing:

1. **Mail:** Po Box 1170, Cloverdale WA 6985
2. **Fax:** 08 9479 6319
3. **Scan and Email:** [harsha.k@hkdilan.com.au](mailto:harsha.k@hkdilan.com.au)