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## Self Managed Superannuation Fund Checklist

### Bank

Bank statements for the financial year.

### Shares

- Buy and Sell contract notes
- Dividend Statement (including reinvestments)
- Chess or broker statements
- Corporate actions like share buy backs, takeover, bonus shares, merger or demerger documents

### Trusts

- Income distribution notices
- Holding Statements
- Purchase or redemption (sale) documents
- Taxation Statements (often received 2-3 months following year end)

### Properties

- Income statements or summaries
- Expenses (eg. Council, water, land tax, legal fees)
- Repairs and maintenance including a brief description of what was repaired.

### Member

- Contributions from an employer
- Please indicate transactions from a member by marking the transaction as member contribution
- Rollover in or Eligible Termination Payment

### Expenses

- Professional fees including accounting, audit, actuary or legal
- Financial planning advice or administration
- Invoices or documents related to any expenses paid.

### Taxation

- Australian Taxation Office notices including Pay As You Go Instalments, GST or surcharge

### New Clients

- Prior Years Annual Return and Financial Statements

### Missing or information not received

- If there are any transactions for which you have not received or any documentation, provide a brief description:

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