

Self-Managed Superannuation (SMSF) Tax Compliance List

To assist us with the information we require to complete your annual tax compliance obligations for your self-managed fund, this document can be used as a basic guide.

If you have any queries, don't hesitate to contact our office.

Client SMSF Name: _____

ITEM TO CONSIDER (TRANSACTION)	CIRCLE ANSWER	INFORMATION REQUIRED
BANK ACCOUNTS, CASH MANAGEMENT ACCOUNTS, CASH ACCOUNTS, TERM DEPOSITS, BROKER ACCOUNTS	YES/NO/NA	ALL BANK STATEMENTS AND STATEMENTS OF TRANSACTIONS, NOTING DETAILS OF EACH TRANSACTION ON THE STATEMENTS.
MANAGED INVESTMENTS, UNIT TRUST INVESTMENTS	YES/NO/NA	PLEASE SEND IN ALL STATEMENTS OF DISTRIBUTIONS RECEIVED AND END OF YEAR TAX STATEMENTS.
DIVIDENDS AND DISTRIBUTIONS RECEIVED	YES/NO/NA	INCLUDE ANY DIVIDEND AND DISTRIBUTION STATEMENTS
DETAILS OF PROPERTY PURCHASES & SALES	YES/NO/NA	COPIES OF OFFER AND ACCEPTANCE, SETTLEMENT STATEMENTS AND LEASE DOCUMENTS.
RENTAL PROPERTIES	YES/NO/NA	IF YOU HAVE A RENTAL PROPERTY INCLUDE RENTAL STATEMENTS, EVIDENCE OF EXPENSES AND CURRENT INSURANCE ON THE PROPERTY, TENANCY AGREEMENTS FOR RENTAL PROPERTIES (BOTH RESIDENTIAL & COMMERCIAL)
DETAILS OF UNUSUAL ASSETS, EG COLLECTABLES	YES/NO/NA	PROOF OF OWNERSHIP, UP TO DATE VALUATION OF THE ASSET, PROOF OF INSURANCE AND DETAILS OF WHERE STORED
LIFE INSURANCE	YES/NO/NA	COPIES OF POLICIES (OR ANNUAL STATEMENTS)
CONTRIBUTIONS INTO THE FUND	YES/NO/NA	DETAILS OF EMPLOYERS PAYMENTS
LOANS TO MEMBERS, SECURITY GIVEN	YES/NO/NA	ARE ANY OF THE PROPERTIES OWNED BY THE FUND OR UNIT TRUST USED AS SECURITY FOR LOANS
WHAT IS THE MARKET VALUE OF LANDS OWNED BY THE SUPERANNUATION FUND:	\$	
WHAT BENEFITS/PENSION HAVE BEEN DRAWN FOR THE YEAR	\$	
WHAT IS THE VALUE OF ANY MONIES CONTRIBUTED TO OTHER FUNDS DURING THE FINANCIAL YEAR:	\$	