CHAU & HENNESSY

PROFESSIONAL ACCOUNTANTS

SMSF TAX RETURN CHECKLIST

1st July 2016 to 30th June 2017

PLEASE FILL IN THESE DETAILS BEFORE RETURNING THIS FORM

Name:	Address:
Home No:	Email Address:
Mobile No:	Occupation:

✓	INFORMATION	✓	DEDUCTIONS
	Bank Statements		**Benefits paid**
	• For all bank accounts held by the fund.		• Details of any lump sum benefits paid to members.
	• Details of all deposits and withdrawals.		• Details of pensions paid to members including PAYG summaries if completed.
	• Cheque book butts and deposit books.		**Insurance policies**
	• For July of the next financial year.		• Copies of annual life insurance policies for the year, including any valuation documentation and premiums payable.
	Investments		**Common deductions**
	• Managed fund distribution statements, annual tax and capital gains tax statements.		• Any paperwork relating to any expenses paid in the fund.
	• Dividend statements.		**OTHER INFORMATION**
	• Term deposit statements for the year.		• Copies of minutes of meetings.
	• Purchase and sale details for any shares or units in trusts or managed funds.		• Representation letter, investment strategy and 3rd party authorisation if not already returned.
	• Details of any other investments bought or sold.		• Any other information you think relevant.
	Rental Properties		
	• Agents' statements or details of all income and expenses.		
	• Review and confirm property valuation and provide rates notice for property search purposes.		
	• Settlement statements and purchase contracts for any new properties bought during the year.		
	Super Contributions & rollovers		
	• Records of all employer and member deductible contributions.		
	• Records of any undeducted personal contributions.		
	• Statements of any rollovers into and out of the fund.		