

## 2024 Investment Holding Entities – Partnerships, Company, Trust Checklist

(Tick each item that is applicable to your circumstances. For each item that is ticked, please supply details as specified)

- Bank and term deposit Statement(s) for financial year** - Please provide bank statements for all accounts with closing balances as at 30 June.
- MYOB, Quickbooks, Xero, backup file** - Please send us your MYOB/Quickbooks/Xero/POS/Excel backup file so that we can access the information (password and username required).
- Dividends paid** - Please provide dividend statements (including reinvestments).
- Managed Funds** - Please provide annual statements with unit balance as at 30 June.
- Managed Funds tax statements** - Please provide annual tax statement(s).
- Tax and Dividend summaries** - Please provide tax and income reports from Investment platforms ie: Commsec, CMC, Hub 24 etc.
- Insurance Policy schedule** - Please provide policy details and premiums paid.
- Property** - Please provide annual rental schedule, summary of costs paid for not in entity bank statements. Quantity Surveyor Reports and receipts for any substantial repairs and maintenance expenses to determine if capital or expense.
- Cryptocurrencies** – Purchase and sale records in relation to cryptocurrency transactions including tax reports. Year-end values at 30 June.
- Other** - Please provide detail of any irregular deposits and withdrawals on the bank statement.