

2024 Self-Managed Superannuation Fund 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.
- Rollover Benefits Statement** - Please provide if rollover received from another fund(s).
- 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).
- Portfolio valuation as at 30 June for shares held and list of trades for the year** - Please provide shares held and list of trades for the year – portfolio valuation as at 30 June 2023 and full transaction listing for the year.
- 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 statements.
- Insurance Policy schedule** - Please provide policy details and premiums paid.
- Property** - Please supply provided current valuation (**this must include comparatives**), annual rental summary, lease document (if applicable), Certificate of Title and Deed of Trust.
- Cryptocurrencies** – Purchase and sale records in relation to cryptocurrency transactions including tax reports. Valuation report as at 30 June.
- Invoices for expenses paid (accounting/adviser fees, levies, rates etc)** - Please provide expenses paid for accounting fees, adviser fees, levies, rates etc.
- Details of contributions and type** - Employer Superannuation Guarantee Contribution/Salary Sacrifice/personal deductible/after-tax.
- Other** - Please provide details of any irregular deposits and withdrawals on the bank statement.
- Resolutions** – in the event income streams / pensions have been commenced during the financial year.