

2025 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 2025.
- ☐ **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 2025 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 2025 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 2025.
- ☐ **Managed Funds / Exchange Traded Funds tax statements** - Please provide annual tax statements.
- ☐ **Insurance Policy schedule** - Please provide policy details and premiums paid.
- ☐ **Property and unlisted assets** - Please supply provided current valuation (**this must include comparatives for property**), annual rental summary, lease document (if applicable), Certificate of Title, Deed of Trust, Financial statements for unlisted assets.
- ☐ **Cryptocurrencies** – Purchase and sale records in relation to cryptocurrency transactions including tax reports. Valuation report as at 30 June 2025.
- ☐ **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.