

2026 Self-Managed Superannuation Fund Checklist

(Tick each item that is applicable to your circumstances. For each item ticked, please provide the requested supporting documentation.)

- Bank and Term Deposit Statements – Provide statements for all accounts with closing balances as at 30 June 2026.
- Rollover Benefits Statements – Provide documentation for any rollover received from another superannuation fund during the year.
- Accounting Software Records (MYOB, QuickBooks, Xero, Excel etc.) – Provide adviser access, backup files, or transaction exports as applicable.
- Listed Shares and Investments – Provide portfolio valuation as at 30 June 2026, full transaction listing for the year, and broker annual tax reports or CHESS statements where available.
- Dividends – Provide dividend statements, including dividend reinvestment statements.
- Managed Funds – Provide annual statements showing unit balances as at 30 June 2026.
- Managed Funds / Exchange Traded Funds (ETFs) – Provide annual tax statements.
- Insurance Policies – Provide policy schedules and annual premium statements.
- Property Investments – Provide current market valuation (including comparable sales evidence where applicable), annual rental summary, lease agreements, settlement statements for acquisitions/disposals, property manager annual statements, and loan statements for any LRBA arrangements.
- Unlisted Investments – Provide financial statements, trust deeds, certificates and any valuation information available.
- Cryptocurrency Investments – Provide purchase and sale records, exchange statements, wallet details (where applicable), tax reports, and valuation reports as at 30 June 2026.
- Expenses Paid by the Fund – Provide invoices and supporting documentation for accounting fees, adviser fees, levies, rates, insurance premiums and other expenses.
- Contributions – Provide details of all contributions received, including Employer SG, Salary Sacrifice, Personal Deductible and Non-Concessional (After-Tax) contributions, together with supporting evidence where available.

- Related Party Transactions – Provide details of any loans, reimbursements, asset transfers, property arrangements, or other transactions involving members or related parties.
- Irregular Transactions – Explain any unusual or significant deposits and withdrawals appearing on fund bank statements.
- Pension / Income Stream Documentation – Provide pension commencement documents, commutation requests, pension payment summaries and trustee resolutions where pensions have commenced or changed during the year.
- Significant Events During the Year – Advise of any major transactions or events including new investments, disposals, borrowings, member changes, pension commencements or compliance matters.