



# Superannuation Warehouse

132 Balcombe Rd  
Mentone VIC 3194  
Tel 03 8555 3238

[www.smsfwarehouse.com.au](http://www.smsfwarehouse.com.au)  
[www.superannuationwarehouse.com.au](http://www.superannuationwarehouse.com.au)

## Name of the SMSF

## Year of annual return

Please take the time to complete this checklist as it is a very important part of completing your work efficiently. It helps you:

- Identify and provide the information we need to prepare your Financial Statements
- Minimise the queries from us during the preparation of your Financial Statements

Please send us the relevant documents for all the investments in your SMSF

## Bank Accounts

	Yes	No	N/A
Please provide all bank statements in excel format with explanations for all transactions. In addition, please also send us the pdf / scanned copy of the 30 June statement for audit purposes			

## Rollover Statement

	Yes	No	N/A
Please provide us with the rollover statement if there is transfer-in from another super fund			

## Listed Shares or Unit Trusts Investments

	Yes	No	N/A
Excel format transaction statement for the whole financial year			
Year-end shareholding statement as at 30 June			
Dividend or distribution statements during the year			

### Listed Shares or Unit Trusts Investments

	Yes	No	N/A
Excel format transaction statement for the whole financial year			
Year-end shareholding statement as at 30 June			
Dividend or distribution statements during the year			

### Managed Investments

	Yes	No	N/A
Annual Tax / Distribution statements for the year			
Annual investment/holding statement as at 30 June			

### Property

	Yes	No	N/A
Depreciation schedule if applicable			
Rental statements showing the relevant Income and Expenses			
Loan statements if applicable			
Title Deed for the property			
Property settlement statement			
Property revaluation (can be a Trustee revaluation)			
Lease agreement			

### Precious Metals, Art Works and other Collections

	Yes	No	N/A
Purchase and sale contracts in the name of the SMSF			
Year-end holding statements to confirm the value as at 30 June			
Details of where the asset is held and confirmation it is not used by the Members or a related party			

## Unlisted Shares or Unit Trust Investments

	Yes	No	N/A
Unit or share certificates showing the SMSF as the owner			
Dividend or trust distribution statements during the year			
Year-end financial statements for the company or the unit trust			
Where the company or trust holds property, please provide property required documents			

## Other Investments

	Yes	No	N/A
Evidence of acquisition/sale contracts or invoices in the name of the SMSF			
Valuation statements			
Lease agreement if applicable			

## Life Insurance

	Yes	No	N/A
Insurance Policy Statements showing the insurance payments and the name of the SMSF			

## Please provide the copies of the relevant minutes, if the Fund has following activities:

- Change in tax status i.e.: Member moved from accumulation to pension phase
- Change of Trustee or Member

## Important note

From this financial year onwards, we will send all the Financial Reports via Echosign for digital signature. This will eliminate the need for printing and scanning signed pages back to us. An email will be sent to you to notify once the reports are sent. Please look out for the email from Echosign.

As per the section 35B of the SIS acts, the accounts and the financial statements must be signed by at least two Trustees. Please remember to provide us with at least two email addresses of the Trustees. We will send out the Echosign emails to those Trustees for digital signatures.

Superannuation Warehouse operates as an accounting firm and is not licensed to give financial advice. Therefore, we don't provide any financial advice.

**Declaration**

I acknowledge and understand my responsibilities for:

- Reliability, accuracy and completeness of the accounting records/financial information,
- Disclosure to Superannuation Warehouse of all material and relevant information.

As Trustee of the Fund, I understand my obligations under self assessment to keep full and proper records for minimum 5 years

As Trustee of the Fund, I confirm the information supplied is complete in order to start the accounting process.

**Prepared by****Name****Date**