



ACCOUNTING - BOOKKEEPING & PAYROLL - LENDING - FINANCIAL PLANNING - INSURANCE

2023 SELF-MANAGED SUPERANNUATION FUND CHECKLIST

PLEASE ALSO REFER TO OTHER TAX CHECKLISTS FOR MORE IN-DEPTH REQUIREMENTS INTO CGT OR RENTAL INFORMATION

PAPERWORK & INFORMATION TO PROVIDE

- ALL** Super Fund Bank Account Statements (including Share Trading Account) **FOR 1 JUL 22 - 30 JUN 23**
- Bare Trust Loan Statements **FOR 1 JUL 22 - 30 JUN 23**
- Share Purchase & Sale contracts **PLEASE PROVIDE HIN/SRN**
- Tax Invoices for **ALL** SMSF purchases and sales
- Details of **ALL** investments purchased and/or disposed of during the 2023 financial year, including:
 - Date of acquisition and disposal
 - Consideration paid and received
- Stockbroker Transaction Listing and Valuation Reports
- Copies of any Pension or Lump Sum PAYG Withholding Payment Summaries and Statements issued by Fund
- Reasonable Market Values on property held **AT 30 JUN 23**
- Superannuation Rollover Payments and Statements
- Income Protection, Life, TPD Annual Premium Statement and Renewal Notices
- Any Share Buy-back, Takeovers, Rights Offers, Share Placements and Capital Return documents
- Any Crypto Currency trade information / logins
- Creditors (Payables) at 30 June 2023
- Investment Trust Distributions declared but not paid
- Property Depreciation Schedule (i.e. BMT, Deppro etc.)

- Transfer Balance Account Report (TBAR) information
- Trustee Minutes of Meetings, Investment Strategy, Financial Planner Statement of Advice
- Pension Commencement / Cease Minutes of Meeting
- Divison 293 Release Acknowledgement
- Any bookkeeping incl. manual ledgers and cashbooks
(invite for cloud-based, provide user/password if protected)
- Intent to Claim Acknowledgement Form or Minute/s

INCOME

- All Contributions (incl. ESA advice, identify for whom)
- Dividends received on Shares **PLEASE PROVIDE HIN/SRN**
- Managed-fund Annual Tax Statements and Reports
- Rental Property Annual Agent Summary **OR** Statements
- Interest received (term deposits, saver, CMA account)
- Co-contribution or Low Income contribution advice
- Foreign income, credits **AND** Insurance payouts

DEDUCTIONS

Accounting Fees, ASIC, ATO Administration Levy, Audit Fees, Bank Fees and Charges, Bookkeeping Fees, Brokerage on Sales and Purchases, Commissions Paid, Computer Software (Share Trading Packages etc.), Computer Supplies / Hardware, Financial Planning Fees & Commissions, Members Life and / or Income Protection Insurance Policy, Investment Expenses, Interest Expense, Internet, Legal Fees, Management Fees, Postage, Printing & Stationery, Rental Property Expenses (*see detailed rental property checklist*), Seminars & Conferences, Subscriptions, SuperStream ESA Fees, Super Fund Trust Deed Update Expenses

OUR WIDE RANGE OF IN-HOUSE SERVICES CAN ASSIST YOUR BUSINESS WITH ANY ENQUIRY

BOOKKEEPING & PAYROLL



FINANCIAL PLANNING



MORTGAGE BROKING



INSURANCE



Please ensure you also provide BSB and ACCT NO for ATO Refunds

NEW CLIENTS: Please ensure you have your TAX FILE NUMBER to provide to reception or your accountant and a copy of last lodged TAX RETURN & FINANCIAL STATEMENTS



Find us on /insightaccounting

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