



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

## 2024 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 23 - 30 JUN 24**
- Bare Trust Loan Statements **FOR 1 JUL 23 - 30 JUN 24**
- 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 2024 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 24**
- 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 2024
- 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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