

## Self Managed Super Fund (SMSF) Tax Return Checklist

*To assist Etax Local to prepare your tax return, could you please provide the following information:*

Name of SMSF:			
Description of the main investment activity:			
Business Address:			
Postal Address:			
Contact Person:			
Phone Number:		Mobile:	
Email address:			
Year of tax return:		ABN:	
<b>TRUSTEE DETAILS</b>			
Name:		DOB:	
TFN:		Phone/Mob:	
Address:			
Name:		DOB:	
TFN:		Phone/Mob:	
Address:			
Name:		DOB:	
TFN:		Phone/Mob:	
Address:			
Name:		DOB:	
TFN:		Phone/Mob:	
Address:			
Name:		DOB:	
TFN:		Phone/Mob:	
Address:			

**We'll also need the following records – use our check boxes to help make sure you have everything.**

*If you're not sure about something, don't worry, just make a note in the notes field at the bottom. Alternatively, get in touch on **1300 174 689** or contact your Etax Local Member directly.*

<b>FINANCIAL REPORTS</b>	Yes	N/A
<b>Balance Sheet</b> showing the year related to the tax return, as well as the previous year.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Profit and Loss based on the Accruals method</b> that balances to the Balance Sheet.	<input type="checkbox"/>	<input type="checkbox"/>
<b>General Ledger Detailed Transaction Listing</b> for the full financial year.	<input type="checkbox"/>	<input type="checkbox"/>
<b>GST report</b> (Detailed) for the full financial year.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Bank reconciliation report</b> – to financial year-end, including all bank statements.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Depreciation schedule</b> , or if none done, copies of source invoices for depreciation.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Report on Aged Debtors at year-end that equals Debtors</b> shown in Balance Sheet.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Report on Aged Creditors at year-end that equals Creditors</b> shown in Balance Sheet.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reports</b> on any items that would normally be disclosed as “Notes to the Balance Sheet”.	<input type="checkbox"/>	<input type="checkbox"/>
<b>STATUTORY INFORMATION</b>	Yes	N/A
<b>Copy of signed SMSF Trust Deed.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Copy of the prior year lodged SMSF Trust Tax Return</b> – if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Copy of prior year's financial statements</b> (if not included with the above).	<input type="checkbox"/>	<input type="checkbox"/>
<b>Copy of prior year's Audit report.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Copy of prior year's depreciation schedule</b> (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
<b>ELECTRONIC RECORDS</b>		
<b>Current Data file</b> with password removed, or also provide Username and Login.	<input type="checkbox"/>	<input type="checkbox"/>
If electronic records are Cloud-based, <b>provide Username and Login.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PAPER RECORDS</b>	Yes	N/A
If bookkeeping has not been completed, provide all source documents for all transactions. This includes all documents for:		
<b>Income</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Expenses</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Investment transactions</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Loan agreements</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Capital items</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Bank statements</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>GST returns</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Payments to Members</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rollovers (in or out)</b>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Asset acquisitions</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Asset acquisitions and disposals</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Loan or Lease or Rental or Mortgage docs</b> from any entity that financed acquisitions.	<input type="checkbox"/>	<input type="checkbox"/>
<b>UNUSUAL TRANSACTIONS (CONSIDER IF APPLICABLE)</b>	Yes	N/A
<b>Details of Private use of SMSF Assets.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Details of other SMSF expenses or income</b> , paid or received outside the SMSF bank account.	<input type="checkbox"/>	<input type="checkbox"/>
<b>WORKING PAPERS FOR ANY RECONCILIATIONS (CONSIDER IF APPLICABLE)</b>	Yes	N/A
<b>Rollovers (In or Out)</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Payments to Members</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Borrowing costs</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Unusual balances</b> in Contra Accounts, Bank account, Members Balance Accounts, Loan Accounts, Clearing Accounts, Carried Forward Figures, Insurance Claims.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Income per BAS's that do not agree to Profit and Loss.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Purchases per BAS's that do not agree to Profit and Loss.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Signed SMSF Minutes during the financial year.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Details of any known non compliance.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Details of any distributions or payments to Members.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Details of Members balances.</b>	<input type="checkbox"/>	<input type="checkbox"/>
If the current address is different to what appears on the documents, provide the current SMSF address.	<input type="checkbox"/>	<input type="checkbox"/>
<b>If the entity has rental property</b> , ensure full property details, including all Income and expenses, purchase and (if applicable) sale information and Quantity Surveyors depreciation report (if applicable) are provided.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Market property valuation</b> (if not updated in last 3 years)	<input type="checkbox"/>	<input type="checkbox"/>

Any additional Information relevant to the SMSF's dealings for the relevant financial year: