

2016 SMSF Checklist

To assist us in preparing your taxation return, please use this checklist when you compile your information.

For income and deductions, keep in mind that self-assessment applies. In the event of a Tax Office audit you will need to be able to substantiate the deductions claimed and income earned.

Finally, if you have sold any assets during the year please provide full details so we can determine whether Capital Gains Tax may apply to the transaction.

If you are unsure of whether a particular income or deduction amount needs to be included, please provide the details and we will review and assess it for you.

Legal Name of SMSF: _____

Trustee(s) of SMSF (select ONE only)

Individual Trustees Name of Trustee 1: _____

Name of Trustee 2: _____

Corporate Trustee Name of Company: _____

Preferred Contact Name: _____

Business Address: _____

Postal Address (if different to Business Address): _____

Email: _____

Telephone (W): _____ (H): _____ (M): _____

- **IS THIS THE FIRST YEAR BAGGETTA & CO IS PREPARING THE FINANCIALS & TAX RETURN?**
 NO. Go to next question
 YES. Please complete table below

- **HAVE THE DETAILS OF MEMBERS CHANGED FROM 30 JUNE 2015?**
 NO. Go to INVESTMENTS SECTION
 YES. Please complete table below

Member Name	Tax File Number	Date of Birth	Address (if different to Business Address above)
1.			
2.			
3.			
4.			

PLEASE ANSWER EVERY QUESTION

INVESTMENTS SECTION:

Between 1 July 2015 to 30 June 2016, has the SMSF PURCHASED/ACQUIRED the following investments:

1. Property

- NO. Go to question 2
 YES. If yes, please provide:

- FINAL settlement statement of purchase
- Loan contract (if applicable)
- Loan statements (if applicable)

2. Shares

- NO. Go to question 3
 YES. If yes, please provide:

- Buy confirmation contract
- Dividend reinvestment statements
- Bonus share issue statements

- 3. Managed funds** NO. Go to question 4
 YES. If yes, please provide:
- Buy confirmation contract
 - Fund's annual portfolio summary

- 4. Off-market transfers** NO. Go to question 5
 YES. If yes, please provide:
- Off-market transfer forms

- 5. Other investments not mentioned above** NO. Continue to item 1 below
 YES. If yes, please provide:
- Purchase contract
 - Certificate of insurance (if applicable)

Between 1 July 2015 to 30 June 2016, did the SMSF have the following?

- 1. Bank account/s** NO. Go to question 2
 YES. If yes, please provide for EACH account:
- Bank statements
 - Cheque book butts (if applicable)

- 2. Term deposit account/s** NO. Go to question 3
 YES. If yes, please provide for EACH account:
- Bank statements (if applicable)
 - Maturity notices up to and including 30 June 2016
 - Maturity notice immediately following 30 June 2016 notice

- 3. Loan account/s** NO. Go to INCOME SECTION PART I
 YES. If yes, please provide for EACH account:
- Loan statements

INCOME SECTION PART II:

Between 1 July 2015 to 30 June 2016, did the SMSF:

- 1. Receive rent** NO. Go to question 2
 YES. If yes, please complete form below

Rental Checklist provided
(if you do not have one, please call Baggetta & co)

- 2. Receive dividends** NO. Go to question 3
 YES. If yes, please provide:

Dividend statements

- 3. Receive distributions from managed funds** NO. Go to question 4
 YES. If yes, please provide:

Tax summary statements
 Distribution statements

- 4. Receive rollover transfers from another super fund** NO. Go to question 5
 YES. If yes, please provide:

ETP rollover statements

- 5. Receive employer contributions** NO. Go to question 6
 YES. If yes, please provide:

Letter from employer confirming total amount of superannuation paid for each employee in the SMSF

- 6. Receive members contributions** NO. Go to question 7
 YES. If yes, please provide:

Written acknowledgement from trustee confirming amount of contribution

- 7. Any other income not mentioned above** NO. Go to EXPENSES
 YES. If yes, please provide:

Supporting documents

EXPENSES:

Between 1 July 2015 to 30 June 2016, did the SMSF:

1. Pay insurance for members

- NO. Go to question 2
- YES. If yes, please provide:

Insurance policies and renewal notices

2. Pay administration expenses

- NO. Go to question 3
- YES. If yes, please provide:

Invoices and/or receipts for each expense paid

3. Pay pensions

- NO. Please sign declaration below
- YES. If yes, please provide:

- Lump sum benefits statement
- PAYG payment summary statement
- Written confirmation from trustee stating amount of pension paid

I confirm that I have reviewed the above checklist and have supplied all the relevant information to prepare my 2016 income tax return.

I also confirm that the above information is correct to the best of my knowledge and that where necessary I hold documentary evidence in support of my claims.

Dated the day of 20.....

.....
Signature of Trustee

.....
Name (print)