



SELF MANAGED SUPERANNUATION FUND DOCUMENT CHECKLIST

Please tick each attachment you provide to us
Please provide copies of each ticked document (and not originals)

**Accumulate
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CLIENT NAME _____ PHONE _____

ADDRESS _____

Please ensure that you provide us with the relevant documents prior to 30 September each year. This will allow time to ensure the audit can be completed in time for lodgement of the tax return to the ATO

- New Clients Only** - Please provide a copy of your prior years Tax Return
- Employer's contribution confirmation letter (or emails from clearing house)
- Super co-contribution notice from ATO
- Personal contributions (please provide details)
- Insurance policy documents (personal and property)
- Bank statements for entire financial year
- Term deposit statements for entire financial year
- Managed fund (provide tax statement, report showing investments / redemptions during the year and a 30 June statement showing the investment value)
- Dividend statements
- CHESS holding statements for shares
- Share trading details (buy and sell contracts, annual trading statement from broker)
- Property (provide an appraisal from a real estate agent as at 30 June each year)
- Rental property (please complete rental property document checklist)
- Expenses (copies of invoices for all SMSF expenses)
- Member / trustee details (please let us know if any details have changed this year)
- Rollover statements (please provide statement if funds rolled in/out this year)
- Other: Please specify _____

Additional Notes:
