williamson partners
CHARTERED ACCOUNTANTS

SMSF Tax Return Checklist

Bank Accounts

Please supply the following documents for each of your fund's bank accounts:

- ☐ Bank Statements for the whole year for each account
- ☐ Details of all expenses coming out of the account
- ☐ Invoices of all expenses coming out of the account

Money Received into the Fund

Please provide details of the following if applicable:

- ☐ Employer contributions – including employer contribution notices
- ☐ Personal contributions
- ☐ Other contributions
- ☐ Rollovers received by the fund – including the ETP Rollover Statements

Income Received by the Fund

Please supply the following information if applicable:

- ☐ Dividend Payment advices
- ☐ Interest Notices
- ☐ Annual and quarterly trust taxation statements
- ☐ Rental Statements from real estate agents
- ☐ Documentation for any other type

Sale & Purchase of Assets

Please provide documentation for any sale or purchase of the following:

- ☐ Shares, including original purchase
- ☐ Units in a unit trust or managed fund
- ☐ Other assets

Property

- ☐ Please forward a copy of the purchase contract and purchase settlement letter for any property acquired or sold during the year. Also please advise of the date of construction and construction cost of any acquired property if known
- ☐ Please provide copies of Certificate of Title, lease Agreements & Declaration of Trust (if any)
- ☐ Depreciable items like carpet, light fittings, hot water systems etc attract additional deduction. Please supply a list with the date of purchase and cost or a depreciation report
- ☐ Include copies of all expenses related to the property including rates, water, land tax, insurance etc

If we are preparing your return for the first time please also provide the following:

- ☐ Copy of the funds last Financial Statements
- ☐ Copy of the funds last Tax Return
- ☐ Copy of all minutes of the fund to date

Auditor Letters

Ensure you have returned signed copies of:

- ☐ Audit engagement letter
- ☐ Audit representation letter

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