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## SELF MANAGED SUPER FUND (SMSF) CHECKLIST

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To assist us in completing your superannuation fund's taxation return, please supply the following items.

- ✦ Bank Statements
- ✦ Share Summary, Holding Statements along with Contracts for Buy & Sell
- ✦ Dividend Summary and Statements
- ✦ Rental Property
  - Statements of Rental Income Received
  - Expenses associated to rental
- ✦ Any Contracts of Sale or Disposal of Assets
- ✦ Contribution Summary
- ✦ Government Co-contribution correspondence
- ✦ Managed Fund/Trust Statements and Taxation summaries
- ✦ Term deposit statements
- ✦ Insurance
  - Details of policy
  - Provider
  - Premiums
  - Amount covered
- ✦ Assets
  - List all business assets showing date of purchase
  - Price
  - Description
- ✦ Investment Strategy
- ✦ Income & expenses summary
- ✦ Pension drawdown summary, along with any correspondence regarding pension
- ✦ Members application
- ✦ Trustee consent
- ✦ Trust Deeds
- ✦ SuperStream Registration