


Ultimate SMSF Checklist

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Below is a Self Managed Super Fund (SMSF) checklist of items that may assist you in collating your documents in order for us to process your financial statements and income tax returns.

Once completed, you may email the completed copy and accompanying documents to us at office@ultimate-tax.com.au or print out and mail the documents to us.

BANK ACCOUNTS

For each bank account please provide:

Bank Statements for full financial year 01/07/2024 - 30/6/2025
(including any term deposits/bank guarantees)

BANK LOANS/THIRD PARTY LENDERS

For each loan please provide:

Loan Statements for full financial year 01/07/2024 - 30/6/2025
(including any margin loans)

INVOICES

Copies of invoices for all expenses

INVESTMENTS

Managed fund annual tax report for each managed fund held

Managed fund quarterly report/distribution statement for each managed fund held

Dividend statements for all shares held

Annual tax statements for any shares held e.g. Commsec

Annual tax statements for any crypto assets held, via Koinly, Crypto Tax Calculator or equivalent

Buy and sell contracts for any shares sold

CHESS/Issuer Sponsored Statements for any share movement during the year (e.g. buy, sell, DRP's, consolidations, bonus issues etc.)

Off-market transfer forms

Any documentation relating to share buy back schemes, consolidations, bonus issues etc

Copy of finalised financial statements and tax returns showing any dividends/distributions for any non-listed investments

INSURANCE

Copies of any insurance policies held inside the fund

PROPERTY

Signed lease agreement including any bond amounts

Rental Agent Summary for the financial year

Copies of invoices for all rental expenses

Rental market valuation to confirm rent received is in line with the market

Property market valuation at 30 June 2025

If property purchased during the year, please provide certificate of title, Final settlement statement, signed offer & acceptance contract, depreciation schedule, etc.

If property sold during the year, please provide Final settlement statement and signed offer & acceptance contract

ROLLOVERS INTO YOUR SMSF

Copies of any rollover statements from your previous fund

SUPER CONTRIBUTIONS

Please provide breakdown of employer contributions for the year and confirm which amounts relate to which member of the SMSF

Confirm any personal super contributions and whether these are concessional, non-concessional, etc.

Signed copies of Notice of Intent to Claim Forms for any personal super contributions that you wish to claim a tax deduction for <https://www.ato.gov.au/forms-and-instructions/superannuation-personal-contributions-notice-of-intent-to-claim-or-vary-a-deduction>

PENSION PAYMENTS

Please provide breakdown of any pension payments made during the year and confirm which amounts relate to which member of the SMSF

*Please ensure you have met your minimum and maximum pension caps

IF WE ARE PREPARING YOUR ACCOUNTS FOR THE FIRST TIME

Signed copy of prior year financial statements

Signed copy of prior year tax return

Signed copy of prior year audit report

Signed copy of prior year audit management letters

Signed copy of investment strategy

Signed copy of trustee declarations

Signed copy of Consent to Act as trustee forms

Signed copy of Member Applications

Prior year ASIC annual review (if corporate trustee)

Signed copy of SMSF deed

Signed copy of constitution (if corporate trustee)

Signed copy of Bare Trust Deed (if applicable)

Signed copy of loan agreement for limited recourse borrowing (if applicable)

Property details - Certificate of title, Final settlement statement, purchase contract, depreciation schedule, etc. (if property owned in SMSF)