

# Ultimate Investment Checklist

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Below is an Investment 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](mailto: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 01/07/2026 - 30/06/2027  
(including any term deposits/bank guarantees)

## BANK LOANS/THIRD PARTY LENDERS

For each loan please provide:

Loan Statements for full financial year 01/07/2026 - 30/06/2027 (including any margin loans)

## 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

## PROPERTY

Signed lease agreement including any bond amounts

Rental Agent Summary for the financial year

Copies of invoices for all major rental expenses

Quantity surveyor depreciation schedule (if not already provided previously)

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