



# PRESTIGE PARTNERS

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## 2024 SMSF Checklist

To assist us in preparing your SMSF income tax return in accordance with Australian Taxation Office requirements, please use this checklist when you compile the information.

For income and deductions, keep in mind that self-assessment applies. In the event of a Tax Office audit you will need to be able to substantiate the deductions claimed and income earned.

Finally, if you have sold any assets during the year please provide full details so we can determine whether Capital Gains Tax may apply to the transaction.

If you are unsure of whether a particular income or deduction amount needs to be included, please provide the details and we will review and assess it for you.

### **\*\*DELIVERY UPON COMPLETION\*\***

(Please tick preferred delivery method upon completion of your income tax return)

- Email to me
- I will collect it from your office upon notification from you
- Post to me (I understand postage fees may apply)

Legal Name of SMSF: \_\_\_\_\_

Preferred Contact Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Postal Address (if different to Business Address): \_\_\_\_\_

Email: \_\_\_\_\_

Best contact number: \_\_\_\_\_

### HAVE THE DETAILS OF MEMBERS CHANGED FROM 30 JUNE 2022?

- NO. Go to INVESTMENTS SECTION
- YES. Please complete table below

Member Name	Tax File Number	Date of Birth	Address (if different to Business Address above)
1.			
2.			



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## **INVESTMENTS SECTION:**

**Between 1 July 2023 to 30 June 2024, has the SMSF PURCHASED/ACQUIRED the following investments:**

- 1. Property**  NO.  
 YES. If yes, please provide:  
 FINAL settlement statement of purchase  
 Loan contract (if applicable)  
 Loan statements (if applicable)

- 2. Shares**  NO.  
 YES. If yes, please provide:  
 Buy confirmation contract  
 Dividend reinvestment statements  
 Bonus share issue statements

- 3. Managed funds**  NO.  
 YES. If yes, please provide:  
 Buy confirmation contract  
 Fund's annual portfolio summary

- 4. Off-market transfers**  NO.  
 YES. If yes, please provide:  
 Off-market transfer forms

- 5. Other investments not mentioned above**  NO.  
 YES. If yes, please provide:  
 Purchase contract  
 Certificate of insurance (if applicable)

**Between 1 July 2023 to 30 June 2024, did the SMSF have the following:**

- 1. Bank account/s**  NO.  
 YES. If yes, please provide for EACH account:  
 Bank statements covering the period 1 July 2023 to 30 June 2024  
 Cheque book butts (if applicable)

- 2. Term deposit account/s**  NO.  
 YES. If yes, please provide for EACH account:  
 Bank statements covering the period 1 July 2023 to 30 June 2024  
 Maturity notices up to and including 30 June 2024  
 Maturity notice immediately following the 30 June 2024 notice



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3. Loan account/s
- NO.
  - YES. If yes, please provide for EACH account:
    - Loan statements covering the period 1 July 2022 to 30 June 2024

## **INCOME SECTION PART I:**

**Between 1 July 2022 to 30 June 2023, did the SMSF:**

1. Sell property
- NO.
  - YES. If yes, please provide:
    - FINAL settlement statement of sale
2. Sell shares
- NO.
  - YES. If yes, please provide:
    - Sell contract
3. Sell units in managed fund
- NO.
  - YES. If yes, please provide:
    - Sell contract
4. Sell other investments not mentioned above
- NO.
  - YES. If yes, please provide:
    - Sell contract

## **INCOME SECTION PART II:**

**Between 1 July 2022 to 30 June 2023, did the SMSF:**

1. Receive rent
- NO.
  - YES. If yes, please provide:
    - Rental summary statement
    - Interest summary
    - Invoices for all rental expenses
2. Receive dividends
- NO.
  - YES. If yes, please provide:
    - Dividend statements for all dividend payments received during the period 1 July 2023 to 30 June 2024.
3. Receive distributions from managed funds
- NO.
  - YES. If yes, please provide:
    - Tax summary statements for the year ended 30 June 2024
    - Distribution statements covering the period 1 July 2023 to 30 June 2024



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4. Receive rollover transfers from another super fund

- NO.  
 YES. If yes, please provide:  
 ETP rollover statements

5. Receive employer contributions

- NO.  
 YES. If yes, please provide:  
 Letter/email from employer confirming total amount of superannuation paid for EACH employee in the SMSF for the year ended 30 June 2024

6. Receive members contributions

- NO.  
 YES. If yes, please provide:  
 Written acknowledgement from trustee confirming amount of contribution

7. Any other income not mentioned above

- NO.  
 YES. If yes, please provide:  
 Supporting documents

## **EXPENSES:**

**Between 1 July 2022 to 30 June 2023, did the SMSF:**

1. Pay insurance for members

- NO.  
 YES. If yes, please provide:  
 Insurance policies and renewal notices

2. Pay administration expenses

- NO.  
 YES. If yes, please provide:  
 Invoices and/or receipts for each expense paid

3. Pay pensions

- NO. Please sign declaration on the next page  
 YES. If yes, please provide:  
 Lump sum benefits statement  
 PAYG payment summary statement  
 Written confirmation from trustee stating amount of pension paid



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## **NEW CLIENTS ONLY AND NOT SET UP BY PRESTIGE PARTNERS:**

TFN: \_\_\_\_\_

ABN: \_\_\_\_\_

Please tick to indicate who will provide a copy of the following:

	<b><u>Client</u></b>	<b><u>Ex-Accountant</u></b>	
1. 2023 SMSF Tax Return and Financials	<input type="checkbox"/>	<input type="checkbox"/>	
2. SMSF Deed	<input type="checkbox"/>	<input type="checkbox"/>	
3. Member Applications	<input type="checkbox"/>	<input type="checkbox"/>	
4. ATO Trustee Declarations	<input type="checkbox"/>	<input type="checkbox"/>	
5. Consent to Act as Trustee	<input type="checkbox"/>	<input type="checkbox"/>	
6. Binding Death Nominations	<input type="checkbox"/>	<input type="checkbox"/>	
7. Current Investment Strategy	<input type="checkbox"/>	<input type="checkbox"/>	
8. Company Register (only applicable if Corporate Trustee)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> NA
a. If Corporate Trustee, will Prestige Partners maintain the Company Register?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
9. Copy of Trustees photo identification e.g. Driver's Licence	<input type="checkbox"/> Provided	<input type="checkbox"/> Previously Provided	