



2025 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 2025?

- ☐ 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 2024 to 30 June 2025, 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 2024 to 30 June 2025, 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 2024 to 30 June 2025
 - ☐ 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 2024 to 30 June 2025
 - ☐ Maturity notices up to and including 30 June 2025
 - ☐ Maturity notice immediately following the 30 June 2025 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 2024 to 30 June 2025

INCOME SECTION PART I:

Between 1 July 2024 to 30 June 2025, 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 2024 to 30 June 2025, 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 2024 to 30 June 2025.

**3. Receive distributions
from managed funds**

☐ NO.

☐ YES. If yes, please provide:

☐ Tax summary statements for the year ended 30 June 2025

☐ Distribution statements covering the period 1 July 2024 to
30 June 2025



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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 2025
- 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 2024 to 30 June 2025, 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:

	<u>Client</u>	<u>Ex-Accountant</u>	
1. 2024 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	