



2025 SELF MANAGED SUPERANNUATION FUND CHECKLIST

Name _____ Date _____

Note: Providing ALL the information requested below will greatly assist us with the timely and efficient processing of your fund's financial statements.

Document Preparation Tips:

- Group like documents together (i.e. all dividends per share holding, then by date dividend received, and all trust distributions by unit holding, then by date distribution received)
- Sort bank statements into date order (i.e. starting from 1 July 2024 at the top, then each subsequent month/statement following in date order)
- Separate current year data (i.e. 2024/25 from any prior year data provided)
- Ensure paperwork or notations are provided for each deposit and each payment the fund receives/makes during the year
- Provide copies of the below documents (rather than originals)

	Yes	No	N/A
Copies of ALL Bank Statements for ALL Bank Accounts including Cash Management Trust / Passbook Accounts / Term Deposits etc for the period 1.7.2024 to 30.6.2025 Please Narrate all Cheques/Withdrawals and Deposits during the period Note if your SMSF is on the BGL system then we only require copy of bank statement showing balance as at 30.6.2025			
For contributions made to the superannuation fund, please advise the type of contribution made (Employer, Member or Self Employed) and details of which member the contribution/s were made for			
Copies of ALL dividends statements, distribution statements and Annual Tax Statement for ALL shares and staple securities held during the financial year, including where investments are reinvested in lieu of dividend payments (DRP statements)			
Copies of all share buy & sell contracts relating to the financial year. If any paperwork was received re: share takeovers, demergers, shares splits, share buy backs share purchase plans, etc for the period please provide copies of the relevant documentation			
	Yes	No	N/A
Copies of Monthly/Quarterly/Bi-Annual (whichever is applicable) Distribution Statements for all Managed Fund Investments held for the period 1.7.2024 to 30.6.2025			
Copies of 2025 Annual Tax Statements for all Managed Fund Investments held for during the 2025 financial year			

Please provide copies of the Life Insurance Premium notices paid during the year showing policy owner, premium paid and death benefits amount			
Copies of Real Estate Agent Rental Statements (if applicable), Annual Rental Summary or Annual Receipt and Expenditure Summary, Lease Agreements, and Current Market Valuation at 30 June 2025 for any Property held by the Fund. Due to COVID the ATO requires a valuation of all properties post March 2020			
Documentation in relation to any other investments made by the Fund for the Financial Year or any other relevant paperwork			
Invoices relating to any expenses paid			
Latest Share holding statements for all shares and units on hand at 30 June 2025 or a copy of the Portfolio Valuation at 30 June 2025 for all shares/units held by the fund			