Accumul8 Accountants
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2019 Self-Managed Superannuation Fund Checklist

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The Financial Statements are required to be audited each year before the Tax Return can be lodged. You must ensure you provide all documents for all transactions to satisfy the auditor's requirements.

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Name of Fund:

Tax File Number: ABN:

Date Formed: Deed Last Amended:

Trustee/s:

First Name: Middle Name: Surname:

First Name: Middle Name: Surname:

Members:

First Name: Middle Name: Surname:

First Name: Middle Name: Surname:

Corporate Trustee:

Company Name: ACN:

Contact Details:

Postal Address: Po Box/Unit /Street #: Street Name:

Suburb/Town: State: Postcode:

Residential Address: PO Box/Unit/Street # Street Name:

Suburb/Town: State: Postcode:

Telephone: (M): (W): (H):

Email:

Prefered Contact: ☐ Email ☐ Mobile ☐ Home Phone ☐ Work Phone

Bank Details:

Account name:

Please provide bank details: BSB Account Number

Please confirm the following?

Do you have a current Binding Death Benefit Nomination? Yes ☐ No ☐

Signature: .... Date:

PLEASE SUPPLY ALL RELATED DOCUMENTS

INCOME		**Documents Filed**
Contributions	Please provide confirmation for each contribution made.	☐
Trust Distributions	Include any Annual Taxation Statement for the year ended.	☐
Dividends	Provide all dividend statements received for the year.	☐
Rent Income	Please provide the Real Estate Agents Annual Statement.	☐
Rollover Statements	If you have transferred your balance from an old Super Fund, please provide a copy of the Rollover Benefits Statement.	☐

EXPENSES		**Documents Filed**
Accounting & Audit		☐
Life Insurance Policies	Please include the full policy statements detailing the type of cover held for each member and the current premiums being paid.	☐
Rental Property Expenses	Please include invoices for rates, insurance, body corporate, repairs & maintenance and any other expenses paid. Also include any loan account statements for the full year inclusive of 1 July and 30 June.	☐
Other Expenses	Include invoices for all other payments made during the year.	☐

ASSETS		**Documents Filed**
Bank Statements	Please ensure you have statements for **ALL** bank accounts and term deposits for the **FULL YEAR** inclusive of 1 July and 30 June.	☐
Property - Newly Acquired	A copy of the Purchase Contract and Settlement Statement as well as any expenses paid when you purchased the property. Quantity Surveyor report if you've had one done. Also include any documents for financing the property.	☐
Property - Existing	A valuation should be done at least every 3 years or after a significant event has occurred e.g. extensions/renovations or flood damage. Please provide copies of any valuation done during the year.	☐
Shares	Provide all Buy and Sell contracts as well as any documentation regarding takeovers/mergers that may have occurred. Also include a portfolio balance and valuation at 30 June if possible.	☐

Managed Investments	Investment valuation at 30 June showing the number of units held and the total value of the units. This information will usually be on the June quarter statement.	☐
Other Assets	Provide purchase contracts and valuations at 30 June.	☐

ADMINISTRATION		**Documents Filed**
ATO Correspondence	Please provide a copy of any correspondence that Australian Taxation Office (ATO) have sent.	☐

Special Note:

To assist us with preparing your Financial Statement and to keep our fee to you as economical as possible, please

- Provide the documentation to us at one instance once ALL of the information is available, and
- If you are waiting on documents from another source please wait until all documents are received by you before making your appointment or providing your information to us.

Please forward details to our office via post or email

Authorisation to Release/Obtain of Information

Client Name:	
DOB:	
ABN/TFN:	
Phone:	

I, ______________________ , ______________________ of, ________________________________

(Name) *(Position)* *(Entity and/or Address)*

hereby authorise Accumul8 Accountants to obtain and release any information relevant to the ongoing management of my business activities and taxation affairs.

I understand that my authorisation will remain effective from the date of my signature until either:

1. My authorisation is revoked at any time by written, dated communication; or
2. My engagement as a client of Accumul8 Accountants ceases pursuant to written, dated communication.

I understand that all information released to Accumul8 Accountants will be handled confidentially and in compliance with all applicable laws and privacy regulations. I appreciate that revocation will not apply to information that has already been released based on this authorisation.

I understand that authorising the disclosure of this information is voluntary. I can refuse to sign this authorisation and do not need to sign this form to assure my engagement as a client of Accumul8 Accountants.

I have read and understand this form. I am the client listed, or am authorised to act on behalf of the client as the client's personal representative. I also permit the above authorisation to apply upon presentation of a photocopy of this authorisation.

Name of Client/Representative: ____

Signature of Client/Representative: ______________________ **Date:** ______________________