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Self Managed Superannuation Fund - Tax & Financial Statements Checklist 2016

Name.....Date.....

Financial Period: 1 July 2015 – 30 June 2016

Note: Providing ALL the information requested below (in entirety) 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 2015 at the top, then each subsequent month/statement following in date order)
- Separate current year data (i.e. 2015/2016 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 above documents (rather than originals)

Please Circle

Copies of ALL Bank Statements for ALL Bank Accounts including Cash Management Trust / Passbook Accounts / Term Deposits etc for the period 1.7.2015 to 30.6.2016			
Please Narrate all Cheques/Withdrawals and Deposits during the period	Y	N	N/A
Note if your SMSF is on the Banklink system then we only require copy of Bank statement showing balance as at 30.6.2016			

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.	Y	N	N/A
Copies of ALL dividends statements for ALL shares held during the financial year, including where shares are reinvested in lieu of dividend payments (DRP statements).	Y	N	N/A
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.	Y	N	N/A
Copies of Monthly/Quarterly/Bi-Annual (whichever is applicable) Distribution Statements for all Managed Fund Investments held for the period 1.7.2015 to 30.6.2016.	Y	N	N/A
Copies of 2016 Annual Tax Statements for all Managed Fund Investments held for during the 2016 financial year.	Y	N	N/A
If Superannuation Benefits were rolled over from an external superannuation fund to your superannuation fund during the 2015/16 financial year, please provide a copy of the Eligible Termination Payment Rollover Statement/s.	Y	N	N/A
Please provide copies of the Life Insurance Premium notices paid during the year showing policy owner, premium paid and death benefits amounts.	Y	N	N/A
Copies of Real Estate Agent Rental Statements (if applicable), Lease Agreements, and Current Market Valuation at 30 June 2016 for any Property held by the Fund.	Y	N	N/A
Documentation in relation to any other investments made by the Fund for the Financial Year or any other relevant paperwork.	Y	N	N/A
Invoices relating to any expenses paid.	Y	N	N/A
Latest Share holding statements for all shares and units on hand at 30 June 2016 or a copy of the Portfolio Valuation at 30 June 2016 for all shares/units held by the fund.	Y	N	N/A