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Self Managed Superannuation Fund - Tax & Financial Statements Checklist 2018

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

Financial Period: 1 July 2017 – 30 June 2018

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 2017 at the top, then each subsequent month/statement following in date order)
- Separate current year data (i.e. 2017/2018 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 1.7.2017 to 30.6.2018			
Please Narrate all Cheques/Withdrawals and Deposits during the period *Note if your SMSF is on the Bankfeed system then we only require copy of Bank statement showing balance as at 30.6.2018*	Y	N	N/A

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 1.7.2017 to 30.6.2018.	Y	N	N/A
Copies of 2018 Annual Tax Statements for all Managed Fund Investments held for during the 2018 financial year.	Y	N	N/A
If Superannuation Benefits were rolled over from an external superannuation fund to your superannuation fund during the 2017/18 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 2018 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 2017 or a copy of the Portfolio Valuation at 30 June 2018 for all shares/units held by the fund.	Y	N	N/A