

# 2017 Tax Time Checklist

## Self-Managed Super Funds

Thanks for selecting Stewarts Accountants to prepare your 2017 tax return. We have put together this checklist to assist you with preparing the required documentation for your visit. If you have any questions ahead of your visit or are unsure of what you should bring, please contact our office 03 5442 2966.

<b>FINANCIAL RECORDS</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> A copy of your Fund's bank statements from 1 July 2016 to 30 June 2017. Unless previously provided, please include a brief description of each payment or receipt to allow us to accurately process the transaction</li> <li><input type="checkbox"/> Cheque / deposit books for the 2016-17 financial year (FY17) (where relevant)</li> <li><input type="checkbox"/> Cash / ledger book or a backup copy of a reconciled data file if using accounting software (where relevant)</li> <li><input type="checkbox"/> Dividend statements, annual tax statements and any other information received in relation to investments in FY17</li> <li><input type="checkbox"/> A copy of all lodged activity statements for FY17 including work papers for the above lodgments (if applicable)</li> <li><input type="checkbox"/> Details of any amounts withdrawn in the current financial year from the superannuation fund, including the member withdrawing these funds</li> </ul>
<b>SHARE PURCHASES AND SALES</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Documentation relating to share/stapled securities or managed fund sales, purchases or holdings during FY17</li> <li><input type="checkbox"/> Documentation relating to any off-market transfers, dividend reinvestments, share buy backs, bonus shares, rights issues, mergers or capital returns</li> </ul>
<b>ASSETS</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Details of other assets purchased or sold during the current financial year including contracts and settlement statements for the purchase of any land / buildings</li> <li><input type="checkbox"/> A summary of any other assets owned at 30 June for the current financial year; and if known, the market value of the assets at 30 June of the current financial year</li> </ul>
<b>OTHER</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Details of all interest amounts received including those from sources other than financial institutions</li> <li><input type="checkbox"/> Details of any superannuation contributions made in the 2016-17 financial year including the date, amount and member who the contribution was made for</li> <li><input type="checkbox"/> The Annual Life Insurance Statement for each member. Please note that insurance is optional for your SMSF and the Annual Life Insurance Statement is only required if your SMSF has taken out an insurance policy for a member.</li> <li><input type="checkbox"/> A copy of the <i>Rollover Benefit Statement</i> provided by your previous super fund for any benefits rolled into your SMSF during FY17.</li> </ul>