



## Self-Managed Superannuation Client Checklist Year-end 30 June 2016

Name of Self-Managed Superannuation Fund: .....

**1. Rollovers:**

Please provide the "Rollover benefits statement" from your previous superannuation fund for any benefits rolled into your Self Managed Superannuation Fund between 1 July 2015 and 30 June 2016.

**2. Bank Accounts:**

For each bank account please provide copies of the bank statements for the period 1 July 2015 to 30 June 2016.

To ensure we correctly process transactions, please write on the bank statements the details of cheques and deposits that have not been annotated by the bank (eg Buy 500 CBA shares, Sold 400 CBA shares, Pension paid, Employer/Member Contribution, Rent received, etc.)

**3. Investment Income:**

Please supply the following information?

- |   |     |    |
|---|-----|----|
| <input type="checkbox"/> Dividend Statements  | YES | NO |
| <input type="checkbox"/> Fixed Interest and Term Deposit Investments <i>(including the statement showing the 30 June balance)</i> | YES | NO |
| <input type="checkbox"/> Managed Fund annual tax statement and distribution statements  | YES | NO |
| <input type="checkbox"/> Rental Statements from Real Estate Agents  | YES | NO |
| <input type="checkbox"/> Details of any other income  |     |    |

**4. Expenses:**

Please provide the details of any expenses paid by the fund, including any documentation for insurance policies paid by the fund. Please also provide details of 2015 audit fees paid or unpaid at 30/6/2016.

Date	Expense	Amount (\$)

5. Contributions:

Date	Amount (\$)	Member Name	Type of Contribution (employer or personal)	Before Tax / After Tax  NB: N/A if your individual tax is prepared by WSC
			Employer Contributions	Before Tax
			Personal Contributions	After Tax
			Employer Contributions	Before Tax
			Personal Contributions	After Tax
			Employer Contributions	Before Tax
			Personal Contributions	After Tax
			Employer Contributions	Before Tax
			Personal Contributions	After Tax
			Employer Contributions	Before Tax
			Personal Contributions	After Tax
			Employer Contributions	Before Tax
			Personal Contributions	After Tax
			Employer Contributions	Before Tax
			Personal Contributions	After Tax
			Employer Contributions	Before Tax
			Personal Contributions	After Tax
			Employer Contributions	Before Tax
			Personal Contributions	After Tax

**6. Sale and Purchase of Assets:**

Please attach documentation for all assets purchased or sold during the financial year (including shares, managed funds, units in a unit trust or other assets). The types of documentation required are as follows:

- Broker transaction listing / history report *(i.e. a summary of all trades made during the year)* YES NO
- Buy and sell Contracts for Shares and Managed Funds *(only those not included on the broker transaction report)* YES NO
- Documentation relating to Share Buy Backs, Bonus Issues, Purchase Plans, Mergers, etc. YES NO
- Off market transfer forms YES NO
- Other assets *(for property purchases please also provide the list of depreciable items like carpet, light fittings, hot water systems, etc., including the date and cost of acquisition)*

Date	Amount \$	Depreciable Item

**7. Borrowings and Property Purchase(Use of a Bare Trust)**

Please attach documentation of all loan details including borrowing and establishment costs and bank statements showing interest paid. Please also attach documentation relating to any property purchase including settlement statements.

Property Address	Cost \$
<b>Loan Amount (\$)</b>	<b>Interest Rate (%)</b>
	<b>Interest for the year (\$)</b>

**8. Summary of Assets held at 30 June:**

**Shares / Managed Funds**

Please provide a summary of shares and managed funds held by the fund at 30 June which can be obtained from your broker.

**Other Assets**

Please provide the details of the asset held by the fund at 30 June together with the market value of that investment at 30 June *(eg. rental property, unlisted shares, unlisted units, etc)*.

Asset	Market Value at 30 June \$