

PREPARATION CHECKLIST

Self-Managed Superannuation Funds Financial Accounts & Audit Preparation

To assist us in preparing your 2026 financial statements and other reports please use this checklist when you compile your information and return it along with your information. Completing the checklist can take some time and effort, however your efforts will enable us to process your work more efficiently. This can lead to both time and cost savings as we will not need to come back to you with further requests for information, thus delaying the processing of your return.

- Please ensure you complete ALL relevant questions and provide additional information as required.
- Please upload all documents in PDF format to the **client portal**.
- After receiving the audit finalisation report, we will forward it and other supporting documents to you for digital signature unless you specifically request an alternate method.

For more information on how to sign your financial statements and annual return documents for your self-managed superannuation funds please [click here](#).

Have your contact details changed?

New Contact Telephone Number:

New Email Address:

Are we preparing your Tax Return for the first time?

☐

If No, Skip to next page.

If we are preparing your return for the first time.

Please supply the following information

N/A

Filed in
Client Portal

Copies of your last financial statements

A copy of your last income tax return

Copies of any other relevant correspondence with the ATO
(e.g. objections, penalties, final notice to lodge etc.)

A copy of your last year's audit report

A copy of the current trust deed

Please ensure you supply ALL documentation required if any items above are relevant to you

Bank Statements	N/A	Filed in Client Portal
All bank statements covering the period of the relevant financial year for all bank accounts, term deposits and debenture notes		
Bank Statements for the month of July 2026, and cheque and deposit details.		

Income	N/A	Filed in Client Portal
Details of <i>all</i> contributions made to the fund from 1 st July 2025 - 30 th June 2026		
Copies of all ETP rollover statements for all transfers into the fund		
Copies of any Term deposit maturity or roll over statements including any interest summaries and renewal notices received after 30 June 2025 and for the renewal notice which shows the account balance as at 30 June 2026		
Copies of all company dividend statements		
Copies of all trust or managed funds distribution statements including the annual taxation statement		
Details of any rental income received including agent statements if applicable		

Expenses	N/A	Filed in Client Portal
Copies of all invoices for expenses paid		
Copies of any life insurance policy renewal notices (these must name your super fund as the owner of the policy)		
Details of any rental property expenses such as rates notices, insurance & repairs & maintenance		
Copies of any financial advisor or portfolio management fee invoices		

Please ensure you supply ALL documentation required if any items above are relevant to you

Investments	N/A	Filed in Client Portal
Copies of all share, trust and managed fund purchase or sale contracts including any rights issues or share purchase plans		
Copies of any property purchase or sale contracts along with the settlement documents even if they have not been settled before 30 June 2026.		
Copies of any documents in relation to any share mergers, takeovers, bonus issues and capital returns		
Copies of all monthly or interim transaction reports along with the end of the financial year statement		
Copies of the financial accounts and tax return (if available) for any unlisted companies or trusts		
Property valuation evidence		

Other Documents	N/A	Filed in Client Portal
Updated Deeds		
Bare Trust		

Other Documents	N/A	Filed in Client Portal
Provide details of any material events which have occurred since 30 June 2026 that may affect the superannuation fund.		

Have any of the members of your fund commenced taking a pension during the financial year?	
Member name	Date commenced

Additional Information
If there is any other information that you consider relevant, or you have concerns/queries, please provide us with details and attach information if applicable:

Please ensure you supply ALL documentation required if any items above are relevant to you