

Self-Managed Superannuation Fund Checklist

July 2024 - June 2025 Financial Year



We have prepared this checklist as a guide to help you collect the documents and items that will help us to prepare your fund's 2025 accounts and tax return. As you gather together receipts, statements and other documents, please check them off below and look through the list to see if anything is missing. We hope you find it useful.

Superannuation Fund Details *(New clients please complete, continuing clients please notify us of any changes)*

Name of fund: _____

Tax file number: _____ ABN: _____

Postal address: _____

Phone: _____

Email: _____

Electronic Service Address (ESA): _____

Bank Statements

	Information Provided	Not Applicable
Download CSV file of bank account entries from internet banking (up to 30 June 2025)	☐	☐
Bank statements for the whole year (showing balance at 30 June 2025)	☐	☐
Cashbook or details of all deposits and withdrawals	☐	☐

Investments

	Information Provided	Not Applicable
Dividend statements	☐	☐
Buy/sell contract notes for shares/managed funds or transfer forms for in specie contributions	☐	☐
Broker portfolio valuation and trading transactions report	☐	☐
Term deposit statements and interest details	☐	☐
Distribution statements and annual tax statements from trusts and managed funds	☐	☐
Crypto – Year end tax reports, year end transaction statements and/or purchase and sale documents	☐	☐
Details of rental property income and expenses	☐	☐

Contributions & Rollovers

	Information Provided	Not Applicable
Records of all employer contributions	☐	☐
Records of all after-tax/personal contributions	☐	☐
Details of all rollovers received including Rollover Benefits Statements	☐	☐

Pensions & Lump Sums

	Information Provided	Not Applicable
Details of pension payments made to members	☐	☐
Details of lump sum benefits paid to members	☐	☐

Additional Information

	Information Provided	Not Applicable
New clients: Copy of last tax return and accounts	☐	☐
Life/disability insurance policies provided to members	☐	☐
Accountancy, investment and management expenses	☐	☐