Superannuation Funds Information Checklist

The following information is required between the period of 1 July 2018 to 30 June 2019.

	Yes	No	N/A
• Bank statements (including any new accounts including term deposits) from 1 July 2018 to 30 June 2019	☐	☐	☐
• Contributions:			
o A breakdown by member of the types of contributions received by the fund.	☐	☐	☐
o Confirmation of employer superannuation guarantee payments	☐	☐	☐
• Investments:			
o Portfolio valuation as at 30 June 2019 and transaction history reports (if applicable)	☐	☐	☐
o All documentation from your portfolio or wrap provider including year-end tax statements	☐	☐	☐
o All dividend & tax statements	☐	☐	☐
o Buy & sell contracts for shares sold or purchased	☐	☐	☐
o Any other documentation received during the year that relates to takeovers, restructures, bonus shares, consolidations etc., for shares held by the fund. Usually these documents advise you to retain them for taxation purposes	☐	☐	☐
o Any other document relating to an investment held within the fund which has not been covered above	☐	☐	☐
• Property:			
o Agent statements (either monthly or annual) if using an agent to manage property, otherwise, all invoices and rent receipts for the financial year ending 30 June 2019	☐	☐	☐
o A copy of the current lease/rental agreement (if not already provided)	☐	☐	☐
o Documents for property bought or sold, including the date you entered the contract and the date the asset was first used or installed ready for use (if not already provided)	☐	☐	☐
• Rollovers:			
o Copy of any Rollover Benefits Statements for money rolled into the fund during the period 1 July 2018 to 30 June 2019	☐	☐	☐
• Insurance:			
o Copy of life insurance policy annual renewal documentation form (the ownership of the policy should always be in the name of the superannuation fund)	☐	☐	☐
o Copy of documentation relating to any new insurance policies from 1 July 2018 to 30 June 2019	☐	☐	☐
• Other:			
o If you have transactions in your fund that do not fall into the above categories, please ensure that you provide us with full details	☐	☐	☐