KENNEDY CROSS
STRATEGIC ADVICE | TAX | ACCOUNTING

2021 SUPERANNUATION TAX RETURN CHECKLIST		
CLIENT DETAILS		
Name of SMSF		
Address:		
Preferred Contact No:		
Email:		
Investment strategy (most recent) and minutes		☐
FOR FIRST YEAR AUDITS		
Prior year financial statements, audit report (signed) and tax return		☐
Copy of trust deed		☐
IF TRUSTEES HAVE CHANGED		
If new members/trustees were appointed during the year, copies of application forms and consents to act as		☐
ATO trustee declarations (NAT 71089) dated within 21 days of appointment		☐
BANK ACCOUNT STATEMENTS AND TERM DEPOSITS		
Complete financial year bank statements and term deposit certificates for the year		☐
IF THE FUND HOLDS COMMERCIAL OR RESIDENTIAL PROPERTY		
Rental/lease agreement		☐
Most recent valuation of the property		☐
Property-related expenses/invoices		☐
Certificate of Insurance		☐
External property management statements		☐
Settlement statement and contract (for purchase or sale)		☐
IF THE FUND HOLDS LISTED SHARES OR MANAGED FUNDS		
Dividend or distribution statements		☐
CHESS or holding statements		☐
Contract notes (buy and sell)		☐
Annual tax summary (for managed trusts)		☐
Trust transaction and year-end statements		☐
Broker transaction statements and portfolio statements		☐
Documentation to confirm shares or units held at year end and any movements (share/unit certificates)		☐
If fund uses a portfolio/wrap service, a copy of the type 2 report (audit report) attached to the provider		☐

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IF THE FUND HOLDS SHARES OR UNITS IN PRIVATE COMPANIES OR TRUSTS	
Dividend or distribution statements	☐
Financial statements of the private entity (if available)	☐
Income tax return of the private entity (if available)	☐
Details of underlying assets (e.g. address of property, to enable a search to be conducted)	☐
IF THE FUND HOLDS MORTGAGE LOANS, DEBENTURES OR INTEREST SECURITIES	
Income/interest statements	☐
Documentation to support loan balance (e.g. mortgage/loan agreement/annual statements)	☐
Documentation to support movement in loan balances, debentures or interest securities	☐
IF THE FUND HOLDS OTHER ASSETS (E.G. COLLECTABLES OR EXOTIC ASSETS)	
Documentation to support income earned	☐
Documentation to support asset ownership	☐
Documentation to support asset valuation	☐
Copies of insurance policies covering assets held	☐
Copies of lease / storage agreements and trustee minutes agreeing to the lease or regarding the decision on how and where to store the asset	☐
CONTRIBUTIONS AND ROLLOVERS	
Employer statements as to contributions made (or, if a related employer, copies of employer financial reports/trial balance)	☐
Details of member contributions	☐
Deduction for personal superannuation contribution forms (NAT 71121)	☐
Documentation to support in specie contributions (e.g. copies of off-market share transfers and valuation	☐
Rollover statements, for funds rolled into the fund	☐
Details of any fund expenses or fund tax that may have been paid for personally by you or another member	☐
EXPENSES	
Invoices for accounting and audit fees	☐
Invoices from financial advisors	☐
Insurance premium notices, copies of insurance policies & confirmation of policy owner	☐
Excess contributions assessments or surcharge notice (from the ATO)	☐
Invoices for legal fees	☐
Invoices to support any other expenses	☐

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BENEFIT PAYMENTS/PENSIONS	
Minutes or documentation to support pension payments	☐
Documentation to support the commencement or commutation of pension accounts	☐
Details of asset segregation (if a segregated fund)	☐
LIMITED RECOURSE BORROWING ARRANGEMENTS (LRBA'S)	
Details of the Trustee (copy of ASIC statement for Corporate Trustee)	☐
Copy of Bare Trust Deed (Stamped)	☐
Copy of loan statements for the full financial year	☐
Copy of the loan contract	☐
COVID-19	
Rent Relief Documentation, including written agreements and correspondence between the landlord and the	☐