**Entity name:** XXXXXXXXX

**Balance date:** XX-XXX-XXX

**Subject:** Tax/accounts checklist

We can complete your work efficiently if all information is provided and is accurate.

If you are an existing client and receive a tailored checklist, please be sure to advise and include any new investments, accounts, income to ensure your information is complete.

If you need more information on exactly what to provide talk to us and/or ask for a detailed checklist.

**IMPORTANT NOTE – WORKFLOW MANAGEMENT**

Please ensure you to advise us if you require your return urgently and we can discuss.

Please note that in busy times early such as April to mid-June processing times can be delayed

**Please email all information to XXXX (****XXXXXX@rtoaccountants.com.au****) or share with us on a cloud-based folder.**

**XXXXXX SMSF**

***All documents requested are for the period 01 July XXXX to 30 June XXXX.***

|  |  |  |
| --- | --- | --- |
| **Description** | **Yes/No/N.A.** | **Client Response** |
| Bank Statements - Provide *statement/s showing or please confirm the bank balances as at* *30 June XXXX*  |  |  |
| Cash Transactions- Please provide details and advise any income and expenses of a cash nature (not in the bank statements) |  |  |
| Rental Statements- Provide the rental statement/s for the period ending 30 June XXXX |  |  |
| Employers’ contributions- Summary of employers’ contributions to members, if available |  |  |
| PAYG Payment Summaries- PAYG Payment Summaries (group certificates) and PAYG Payment Statement if you pay an account based pension from the Fund to beneficiaries |  |  |
| ETP documents- Copies of Employment Termination Payment (ETP) documents for ETP(s) received or paid by the Fund |  |  |
| Roll over documents- Copies of Roll over documents, if any, received or paid by the Fund |  |  |
| Expenses- Please provide copies of invoices of expenses paid by the Fund |  |  |
| Loan Statements- Provide *loan statement as at 30 June XXXX only* |  |  |
| Investments Purchased-Provide documents or information on purchases |  |  |

|  |  |  |
| --- | --- | --- |
| Investments Sold-Provide documents or information on sales |  |  |
| Holding Statement for Investments- Copies of holding statements for shares/units held by the Fund |  |  |
| Investments * Provide Annual Tax Statements

- Dividends, Trust or Partnership Distribution  |  |  |
| Other- Any other relevant information  |  |  |
|  |  |  |
|  |  |  |

*\*\* This checklist is not exhaustive; therefore please provide any other documents relevant to your tax matters for this year and/or review the detailed checklist, thanks.*