

SMSF superannuation fund checklist

Checklist of items to be provided	Provided
Period of 1 July 2024 to 30/6/2025	
Please note this checklist is a general list aimed at covering most items but there may be further items also required that are not listed. We will never finish a tax return without speaking to your first to ensure we have covered all items	
Bank statements for the period of 1 July to 30 June Some banks provided transactions that may not be in actual order (NAB) hence we need the actual bank statement	
Invoices and or receipts for all Super fund expenses	
Insurance policy renewal documents	
Financial advisor invoices	
Dividend statements with payment dates between 1 July and 30 June	
Managed fund statements These are often not available until mid September each year	
Capital gains on asset sales Purchase and sale paperwork will be required, for any asset sold ie Shares including DRP paperwork Property Managed fund withdrawals etc	
If you have purchased or sold a a property through the SMSF: Signed contract of sale Signed lease Statement of adjustments Solicitors invoice Loan contract Evidence of purchase deposit / real estate agent receipt RE agent – commission + advertising invoice if SOLD	