

2017 Tax Return Checklist for Self Managed Super Funds

We aim to provide high quality accounting, tax and planning services to individuals and small to medium businesses.

We offer a complete suite of services which can be tailored to suit your personal circumstances, including:

- Tax returns & tax advice
- Accounting for Sole Traders, Trusts & Companies
- Accounting, administration & investment services for Self Managed Super Funds
- Business planning
- Investment planning
- Superannuation & retirement planning strategies & products
- Insurance strategies & products



This information is general advice only and does not take into account your personal objectives, financial situation or needs. Before acting on information you should consider the appropriateness in light of your own circumstances. When deciding whether to acquire or continue to hold a financial product, you should first obtain and consider the Product Disclosure Statement, which can be obtained from your financial adviser or directly from the product issuer. Information current at time of writing.

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Avoid unnecessary delays

The documents and information we request from you are required for completing your accounting and tax work and also ensuring your SMSF remains up to date and compliant with Superannuation Laws.

The Tax Office have monetary and non-monetary penalties available to them in pursuing Trustees of SMSFs that are not fully complying with Superannuation Legislation or not keeping appropriate records.

We encourage you to provide your documentation to us in as complete form as possible. Where we commence work on your file and documents/information is missing, this can lead to much back and forth and multiple handling of the work which increases our fees and also opens up more opportunities for errors or omissions.

Accountant engagement letter. Please sign and return the *attached* letter formally confirming our appointment for the 2016/17 financial year.

Bank account statements. Please provide a copy of all bank statements for the period 1 July 2016 to 30 June 2017.

Rental property statements. Please provide a copy of the annual statement from your property manager along with copies of invoices/receipts for rates, insurance, body corporate and any other repairs or expenses incurred during the 2016/17 financial year.

Shares, managed funds and other assets. Please provide a copy of any statements or other documents you have relating to term deposits, shares, managed funds or other investments held by your SMSF (eg dividend statements, buy/sell contracts).

Fund minutes. Please provide a copy of any Trustee minutes or resolutions which have been prepared in relation to the fund since 1 July 2016 (eg confirming investment purchases or sales).

Investment strategy. Please provide a copy of your new or revised investment strategy if one has been prepared since 1 July 2016 or a trustees minute/resolution confirming your

strategy has been formally reviewed during the 2016/17 financial period.

.CSV files. If you are able to download any bank account or other transaction data in CSV file format, this will assist in the efficiency of preparing your accounting work.

Other records. If you have any other spreadsheets or documentation associated with the fund that you feel will be helpful in completing your financials, please provide these also.

This is not an exhaustive list. Following receipt of your documents, we may request further information relevant to your particular circumstances.

Your documents can be provided to us in hard copy or electronic format by either:

Making an appointment or calling in to one of our 3 office locations at Caboolture, Moorooka or Slacks Creek

Upload via the secure client area of our website.
<http://www.power2brisbane.com.au/client-login-upload/>

Email to smsf@power2brisbane.com.au

Fax to 07 3808 8600

If you have any questions or need assistance with any of the requested documents, please contact us.