

# Document checklist

Please use this document to enable you to identify and collate the necessary documents correctly.  
Required to complete your accounts:

## A. Statements

- Bank / Loan statements
- Other bank account statements
- Term deposit / Fixed interest
- Term deposits
- Other fixed interest investments

## B. Shares - For each investment

- Broker valuation report as at 30 June / Holding statements
- Contract notes or Transaction listing for FY
- Dividend / Distribution statements
- Corporate actions documentation

## C. Managed funds / Listed trusts (or other investments in listed trusts) For each investment

- Purchase and redemption documents
- Distribution statements
- Annual tax statements
- Holding statements at year end

## D. Property investments (acquired or sold during the period)

- Contract of Sale and Certificate of Title (signed and dated)
- Declaration or Acknowledgement of Trust
- Settlement statement
- Tax depreciation report
- Property investments (ongoing)
- Rental income / expenditure statement / notices (by the real estate agent, if applicable)
- Invoices for any property expenses
- Market valuation as at 30 June and tax depreciation report

## E. Unlisted trusts and companies

- Financial statements for last completed financial year
- Income tax return for last completed financial year
- Market valuations

## F. Wrap account

- Cash account
- Portfolio valuation
- Transaction history
- Income schedule
- Tax statements
- Realised Gain/Loss
- Unrealised Gain/Loss

## G. Insurance details

- Policy documents
- Expense details
- Receipts and tax invoices for other expenses

## H. Tax details

- Integrated Client Account (ICA)
- Income Tax Account (ITA)

## I. Contribution details

- Rollover benefit statements
- Contribution allocation

## J. Optional

- Death benefit nominations

## K. Audit documentation (\* all documents must be signed and dated) Property investment bought or sold during the period

- Bare trust deed
- Loan agreement
- If leased, copy of lease agreement

### Tax details

- Section 290 (former 82AAT notices)

### Pension details

- PAYG payment summaries for pensions paid and lump sums
- Pension commencement minutes

### Contribution details

- Work test declaration

### Fund details

- Prior year audited financial report
- Prior year management letter (if applicable)
- Trust deed
- SMSF investment strategy
- ATO trustee declaration- Post 2007

## L. Other documentation