



Superannuation Fund Checklist

Do you need to bring any of the following?

- Trust Deed
- Previous year's accounts and tax return
 - Include auditor's opinion with accounts for previous year
- Soft copy of accounts (i.e. if prepared on MYOB)
 - Include copy of bank reconciliations at year-end
- If no soft copy —
 - Bank statements with details of each transaction (either receipts or pencilled-in notes)
- Details of contributions and rollovers i.e. who they are for, and paid by whom
- All investment documentation (i.e. share purchases/sales, dividend statements)
- Depreciation schedule & details of asset purchases & sales during year
- Any other details of business transactions i.e. purchases, sales, unusual transactions
- Investment strategy
- Details of any pension payments made during year
- Details of beneficiaries i.e. age, whether retired or working

If you have any doubt about any income or expenses you've received or incurred, bring the documents in with you.