



2026 TAX RETURN SMSF CHECKLIST



FUND DETAILS

NEW CLIENT: YES ☐ NO ☐ (IF NEW CLIENT, WE REQUIRE LAST YEARS FINANCIAL REPORT & TAX RETURN)

FUND NAME:

FUND TRUSTEES:

WORK TEL NO:

TELEPHONE:

EMAIL:

HOW WOULD YOU LIKE YOUR TAX RETURN SENT TO YOU ON COMPLETION FOR SIGNING?

☐ EMAILED (PDF) ☐ POSTED ☐ INTERVIEW ☐ SIGNNOW (DIGITAL)

(PLEASE ENCLOSE ALL RELEVANT DOCUMENTS AND RECEIPTS FOR ALL TRANSACTIONS)

GENERAL

- ☐ We require all bank statements for each account for the year (1/7 - 30/6)
(Please detail on bank statement what each transaction is)
- ☐ Documents and details of assets/investments purchased or sold
- ☐ Any minutes of meetings by trustees regarding SMSF transactions?
- ☐ **IMPORTANT** We need a copy of the current investment strategy for the SMSF for auditor
- ☐ We require a summary of all investments held by the fund as at 30th June

INCOME

- ☐ We need to identify all deposits made into the superfund
- ☐ Contributions into fund?
- ☐ Rollovers into fund? - need ETP rollover statement
- ☐ Dividends received? - need dividend slips

EXPENSES

- ☐ We need to identify all withdrawals made from the superfund
- ☐ Investment purchases? (require paperwork on all new investments)
- ☐ General Superfund expenses?
- ☐ Rental property expenses?
- ☐ Loan Statements for any borrowing using Bare Trust
- ☐ Other withdrawals?
- ☐ Pension Payments (require paperwork detailing pension setup)
- ☐ Managed Investment trust distributions? (Require end of year Tax Summary)
- ☐ Rental Property Income?
- ☐ Other deposits?

2026 TAX RETURN

SMSF CHECKLIST



Auditor Requirements:

- ☐ **Do we have Updated Current Year Investment Strategy or Trustee Minute advising No Changes**
- ☐ *Do we have the Bare Trust Deeds*
- ☐ *Do we have Current ASIC Statement for Trustee Companies*
- ☐ *Do we have Trustee Declaration (1st Year)*
- ☐ *Do we have Trust Deed and any amended Deeds?*
- ☐ *Do we have Title for each Property (1st Year) and Offer & Acceptance for File*
- ☐ *Do we have all original 30th June Bank Statements Showing closing balances and fund legal name*
- ☐ *Do we have all original 30th June loan statements*
- ☐ *Do we have Latest Property valuations (within 12 months)*
- ☐ *Do we have Annual 30th June investment portfolio statements*
- ☐ *Do we have all dividend slips and investment reports to confirm fund ownership*
- ☐ *Do we have copies of the invoices for expenses paid by the SMSF on behalf of the rental property*
- ☐ *Do we have Stat Dec or Declaration of Trust if Investment is not held in correct legal name.*
- ☐ *Do we have a copy of Last Years Audit Report (1st Year)*
- ☐ *Do we have copies of Pension setup paperwork*
- ☐ *Do we have agent rental summaries or yearly statements*
- ☐ *Do we have copies of rental agreement if not rented to a 3rd Party*
- ☐ *Do we have copies of life insurance paperwork showing the SMSF owns the policy*
- ☐ *Do we have market rent appraisal on properties rented to related entities (must be within 12 months)*

OTHER CLIENT QUESTIONS/CONSIDERATIONS:

TRUSTEE DECLARATION

I/We certify that this is a complete account of all sources of income and expenses derived during the year. I/We hereby declare that we have provided all necessary and relevant information regarding our income and expenses from all sources in and out of Australia for the superfund.

SIGNED TRUSTEE:

DATE:

ELECTRONIC FUNDS TRANSFER

Electronic Funds transfer – all tax refunds will only be paid by the ATO electronically and therefore we will require your bank account name, BSB and account number to process any tax refunds.

ACCOUNT NAME:

BSB:

ACCOUNT NUMBER:



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