

## 2021 SMSF Tax and audit Checklist of what to provide to your accountant

### **Bank Account Documentation**

Bank Statements: Every page of your statements for the period of  
Loan statements; Every page of your statements for the period of  
Term deposits: all withdrawals, renewals and interest for the period of  
A list of all cheques written, who to and relevant invoices

01.07.2020 to 30.06.2021.  
01.07.2020 to 30.06.2021.  
01.07.2020 to 30.06.2021.

### **Rental Property Documentation**

All documentation (examples below) for the period of  
Examples: Repairs and maintenance invoices, Strata levies, Landlord Insurance  
Property Title Searches if not previously provided  
Depreciation Schedule  
Rental Income statement for the period of  
Full details of purchase of new investment properties, and sale details  
Solicitor's settlement statement Contract of purchase or sale  
Documentation showing Market Value of the property as at **30.06.2021**

01.07.2020 to 30.06.2021.

01.07.2020 to 30.06.2021.

### **Buy/Sell Shares, cryptocurrency gold etc. documentation**

Copies of all share Buy & Sell contract notes.  
Managed funds/EFT's/ Wrap Account statements, including annual tax statement  
"Notices of Dividends" received" (Normally 2 dividends received each year for each type of share held  
Demergers/takeovers/capital returns/share splits or any other transactions for your investments  
Details of Linked Market Services & or Computershare security holding details: SRN/HIN/Holder #  
Documentation showing Market Value of all investments as at **30.06.2021**  
Every transaction relating to cryptocurrency, buy/sell/send and receive. Your Crypto exchange  
should have reports for this, including gains and losses and we require it in a CSV  
file

### **Other Important Documentation**

Ensure our Practice Ignition Proposal has been signed as acceptance to complete the work.  
Ensure you have signed and returned the Auditors engagement letter and the Trustee Representation letter  
Copy of your Investment Strategy for current/future years  
ASIC invoices  
Documents to support contributions (employer and/or member) received for period  
(e.g. Employer remittance advices, fund trustee minutes  
Rollover statements from other superannuation funds  
Pension minutes, letters and pension amounts and start dates, and tax and preservation amounts  
Any minutes of meetings held for the financial year period of

01.07.2020 to 30.06.2021.

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The information provided is general in nature only and does not constitute personal financial advice. The information has been prepared without taking into account your personal objectives, financial situation or needs. Before acting on any information you should consider the appropriateness of the information having regard to your objectives, financial situation and needs.



Robina: (07) 5596 4604  
Redland: (07) 3829 0792



Unit 112 34 Glenferrie  
Drive, Robina Qld 4226



PO Box 3524 Robina  
Town centre Qld 4230



info@theafirm.com  
www.theafirm.com