UNIQsol

SOLUTIONS OUTCOMES LIFESTYLE

Self Managed Superfund Checklist

End of Financial Year

Please ensure you attach all relevant documentation to this checklist, then sign and date below and return your checklist and documentation to us when requested. The effort you invest to complete this checklist will allow us to complete your accounts effectively.

UNIQsol

As per the terms of our engagement, I/we hereby instruct you to prepare our taxation return/s for the financial year ended 30 June 2020.

I/We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information.

You are hereby authorised to communicate with my bankers, solicitors, finance companies, insurance companies and all government agencies such as the ATO to obtain the information you require enabling you to carry out the above assignment.

Name:	*Signature:*	*Date:*
______________________	______________________	______________________
Name:	*Signature:*	*Date:*
______________________	______________________	______________________

PART 1: Properties

	Sent Earlier	Attached	N/A
Annual rental income statements/summaries	☐	☐	☐
Tax invoices for expenses incurred *(e.g. rates, repairs, insurance, legal fees)*	☐	☐	☐
Market valuation *(required every 3 years, please contact our office if you are unsure if required this year)*	☐	☐	☐
Contract & settlement statements for purchase or sale of property	☐	☐	☐
Lease agreements *(If new lease agreement during the year)*	☐	☐	☐

The Following Sections Apply to Non-Netwealth Investment Customers Only

PART 2: WRAP Service

	Sent Earlier	Attached	N/A
Annual taxation statement issued by WRAP service *(NB These may not be issued until October/November)*	☐	☐	☐

PART 3: Shares

	Sent Earlier	Attached	N/A
Share buy & sell contracts *(Including share purchase plan documentation)*	☐	☐	☐
Dividend & dividend reinvestment plans *(Please provide share dividend notices)*	☐	☐	☐
Chess or broker holding statements	☐	☐	☐
Corporate actions *(Documentation including share buy backs, takeover, bonus shares, merger or demerger documents)*	☐	☐	☐

PART 4: Trusts

	Sent Earlier	Attached	N/A
Distribution statements *(Including June distribution statements)*	☐	☐	☐
Annual tax statements *(NB These may not be issued until August/September)*	☐	☐	☐
Chess or broker holding statements	☐	☐	☐
Purchase or redemption (sale) documents			

PART 5: Other

	Sent Earlier	Attached	N/A
All bank statements *(1 July to 30 June)(1 July to 30 September after year end)*	☐	☐	☐
Term deposit advices and maturity notices *(1 July to 30 June)(1 July to 30 September after year end)*	☐	☐	☐
Tax invoices for expenses incurred *(e.g. life insurance)*	☐	☐	☐
Rollover or eligible termination payment (ETP) documentation	☐	☐	☐
Employer superannuation contribution letter/s *(if not provided previously)*	☐	☐	☐
Investment folder *(if not provided previously)*	☐	☐	☐

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