



2025 SMSF Checklist

To assist us in preparing your SMSF income tax return in accordance with Australian Taxation Office requirements, please use this checklist when you compile the information.

For income and deductions, keep in mind that self-assessment applies. In the event of a Tax Office audit you will need to be able to substantiate the deductions claimed and income earned.

Finally, if you have sold any assets during the year please provide full details so we can determine whether Capital Gains Tax may apply to the transaction.

If you are unsure of whether a particular income or deduction amount needs to be included, please provide the details and we will review and assess it for you.

****DELIVERY UPON COMPLETION****

(Please tick preferred delivery method upon completion of your income tax return)

- ☐ Email to me
- ☐ I will collect it from your office upon notification from you
- ☐ Post to me (I understand postage fees may apply)

Legal Name of SMSF: _____

Preferred Contact Name: _____

Business Address: _____

Postal Address (if different to Business Address): _____

Email: _____

Best contact number: _____

HAVE THE DETAILS OF MEMBERS CHANGED FROM 30 JUNE 2024?

- ☐ NO. Go to INVESTMENTS SECTION
- ☐ YES. Please complete table below

Member Name	Tax File Number	Date of Birth	Address (if different to Business Address above)
1.			
2.			



INVESTMENTS SECTION:

Between 1 July 2024 to 30 June 2025, has the SMSF PURCHASED/ACQUIRED the following investments:

- 1. Property**
 - ☐ NO.
 - ☐ YES. If yes, please provide:
 - ☐ FINAL settlement statement of purchase and offer & acceptance
 - ☐ Loan contract (if applicable)
 - ☐ Loan statements (if applicable)
- 2. Shares**
 - ☐ NO.
 - ☐ YES. If yes, please provide:
 - ☐ Buy confirmation contract/share trade history from broker
 - ☐ Dividend reinvestment statements
 - ☐ Share broker Portfolio Valuation at 30 June
- 3. Managed funds**
 - ☐ NO.
 - ☐ YES. If yes, please provide:
 - ☐ Buy confirmation contract
 - ☐ Fund's annual portfolio summary confirming 30 June balance
- 4. Off-market transfers**
 - ☐ NO.
 - ☐ YES. If yes, please provide:
 - ☐ Off-market transfer forms
- 5. Other investments not mentioned above**
 - ☐ NO.
 - ☐ YES. If yes, please provide:
 - ☐ Purchase contract
 - ☐ Certificate of insurance (if applicable)

Between 1 July 2024 to 30 June 2025, did the SMSF have the following:

- 1. Bank account/s**
 - ☐ NO.
 - ☐ YES. If yes, please provide for EACH account:
 - ☐ Bank statements covering the period 1 July 2024 to 30 June 2025
 - ☐ Cheque book butts (if applicable)
- 2. Term deposit account/s**
 - ☐ NO.
 - ☐ YES. If yes, please provide for EACH account:
 - ☐ Bank statements covering the period 1 July 2024 to 30 June 2025
 - ☐ Maturity notices up to and including 30 June 2025
 - ☐ Maturity notice immediately following the 30 June 2025



3. Loan account/s ☐ NO.
☐ YES. If yes, please provide for EACH account:
☐ Loan statements covering the period
1 July 2024 to 30 June 2025

INCOME SECTION PART I:

Between 1 July 2024 to 30 June 2025, did the SMSF:

1. Sell property ☐ NO.
☐ YES. If yes, please provide:
☐ FINAL settlement statement of sale and offer & acceptance
2. Sell shares ☐ NO.
☐ YES. If yes, please provide:
☐ Sell contract
3. Sell units in managed fund ☐ NO.
☐ YES. If yes, please provide:
☐ Sell contract
4. Sell other investments not mentioned above ☐ NO.
☐ YES. If yes, please provide:
☐ Sell contract

INCOME SECTION PART II:

Between 1 July 2024 to 30 June 2025, did the SMSF:

1. Receive rent ☐ NO.
☐ YES. If yes, please provide:
☐ Rental summary statement
☐ Interest summary
☐ Invoices for all rental expenses
2. Receive dividends ☐ NO.
☐ YES. If yes, please provide:
☐ Dividend statements for all dividend payments received during the period 1 July 2024 to 30 June 2025.
3. Receive distributions from managed funds ☐ NO.
☐ YES. If yes, please provide:
☐ Tax summary statements for the year ended 30 June 2025
☐ Distribution statements covering the period 1 July 2024 to 30 June 2025



4. Receive rollover transfers from another super fund
☐ NO.
☐ YES. If yes, please provide:
☐ ETP rollover statements
5. Receive employer contributions
☐ NO.
☐ YES. If yes, please provide:
☐ Letter/email from employer confirming total amount of superannuation paid for EACH employee in the SMSF for the year ended 30 June 2025
6. Receive members contributions
☐ NO.
☐ YES. If yes, please provide:
☐ Written acknowledgement from trustee confirming amount of contribution
7. Any other income not mentioned above
☐ NO.
☐ YES. If yes, please provide:
☐ Supporting documents

EXPENSES:

Between 1 July 2024 to 30 June 2025, did the SMSF:

1. Pay insurance for members
☐ NO.
☐ YES. If yes, please provide:
☐ Insurance policies and renewal notices
2. Pay administration expenses
☐ NO.
☐ YES. If yes, please provide:
☐ Invoices and/or receipts for each expense paid
3. Pay pensions
☐ NO. Please sign declaration on the next page
☐ YES. If yes, please provide:
☐ Lump sum benefits statement
☐ PAYG payment summary statement
☐ Written confirmation from trustee stating amount of pension paid



NEW CLIENTS ONLY AND NOT SET UP BY LOPEZ PARTNERS:

TFN: _____

ABN: _____

Please tick to indicate who will provide a copy of the following:

	<u>Client</u>	<u>Ex-Accountant</u>	
1. 2024 SMSF Tax Return and Financials, audit report	☐	☐	
2. SMSF Deed	☐	☐	
3. Member Applications	☐	☐	
4. ATO Trustee Declarations	☐	☐	
5. Consent to Act as Trustee	☐	☐	
6. Binding Death Nominations	☐	☐	
7. Current Investment Strategy	☐	☐	
8. Company Register (only applicable if Corporate Trustee)	☐	☐	☐ NA
a. If Corporate Trustee, will Prestige Partners maintain the Company Register?	☐ Yes	☐ No	
9. Copy of Trustees photo identification e.g. Driver's Licence	☐ Provided	☐ Previously Provided	