



Self Managed Superannuation Fund Check List

END OF FINANCIAL YEAR SELF MANAGED SUPERANNUATION FUND DOCUMENT INFORMATION FILE-CHECKLIST

At DFK Nugents we aim to prepare your self managed super fund financial statements and income tax returns in an efficient and cost effective manner.

To achieve this objective we have developed this document checklist to improve the way we gather your financial information and supporting documentation.

THE REASON IS SIMPLE.

*OUR AIM is to spend more time **adding value** to your smsf. We now offer a variety of services –wealth management and finance advisory which we think add significant value to your fund. We would like to assist you to do that.*

By completing the questions within this checklist and providing copies of the relevant documentation, you will assist us in improving the quality of service we are able to provide to you and your self managed super fund. It will reduce the backwards and forwards work which costs you time and money.

If you have any questions in relation to your file or the information we require please call the office on 9693 5000. Copies are available on our website as well. Email this form and all attachments to office@dfknugents.com.au

Our mailing address is:
DFK Nugents Pty Ltd
Level 1/6 Riverside Quay
SOUTHBANK VIC 3006
www.dfknugents.com.au

Super Fund Details:

1	Your super fund name	
2	Phase of fund (accumulating, transition or pension phase, or combination)	
3	Number of members	
4	Financial year ended	

5	Please attach copies of the bank statement for all relevant smsf bank accounts (we must have these for the entire year)	
6	If the fund acquired or purchased any new assets, please supply description, date of purchase, cost and copy of contract	
7	If the fund disposed of or sold any assets, please supply description, date of sale, sale price and copy of contract	
8	Please provide copies of all annual managed fund tax statements?	
9	Has the smsf entered into any new loan agreements? If so please provide loan agreement documents	
10	Please provide copies of all dividends and distribution statements?	
11	Please provide copies of all payg payments summaries for the smsf if required or do you require our assistance to prepare these?	
12	Please provide a copy of the investment strategy of the fund	
13	Would you like to learn how to purchase property inside your super fund using tax effective strategies?	
14	Do you need any financial planning assistance? If so would you like our office to organise Charles Knight to contact you to review/discuss your funds investments?	

Your contact phone no:	
Your contact email address:	
Your financial advisor's name:	
Your financial advisor's phone:	
Your financial advisor's email:	

Please send us any other information which assists us to complete your accounts more efficiently.