

**Self Managed Superannuation Fund  
Annual Information Request Checklist**  
For the Period 1 July 2019 to 30 June 2020

In order for us to complete the Financial Statements and Income Tax Return for the year ended 30 June 2020, please find enclosed our Annual Information Request Checklist.

**Action Required:**

- 1. Provide all the requested original documents as outlined on the checklist.**
- 2. Sign, date and return the completed checklist to Dalcorp Accounting Service, together with the requested documents as soon as possible.**

If you should have any queries, please do not hesitate to contact me.

Regards,

*Dale Feim* FIPA

Director

**Dalcorp Accounting Service**

# Self Managed Superannuation Fund Annual Information Request Checklist

For the Period 1 July 2019 to 30 June 2020

1. **Provide all bank statements including deposit slips as well as any loan statements.**
2. **Provide a ledger, if you have done any bookkeeping:**
  - Provide cash payments and cash receipts ledgers (if applicable)
  - Provide data on USB for any Excel Spreadsheet, MYOB/Quicken/Xero (if any).
3. **Did the Fund receive dividends from Share Investments? If yes,**
  - Provide all dividend statements for the period 1 July 2019 to 30 June 2020
4. **Did the Fund buy or sell Share Investments? If yes,**
  - Provide all buy contract notes
  - Provide all sell contract notes
  - Provide holding statements at 30 June 2020
  - Provide Broker Transaction Report for the period 1 July 2019 to 30 June 2020 (if available)
  - Provide Broker Portfolio Valuation Report as at 30 June 2020
  - Provide Mergers, Reconstructions, Bonus Issues, Rights Issues and Consolidation for the period 1 July 2019 to 30 June 2020
5. **Did the Fund receive Distributions from Trust or Managed Fund Investments? If yes**
  - Provide all distribution statements for the period 1 July 2019 to 30 June 2020
  - Provide all 2020 Annual Taxation Statements (received in August/September 2020)
6. **Did the Fund buy or sell units in Trust or Managed Fund Investments (e.g. BT Wrap)? If yes,**
  - Provide all purchase documents, e.g. unit certificate
  - Provide all sell/redemption documents
  - Provide all Capital Gains/Losses Statement on redemptions
7. **Did the Fund receive any Rental Income or incur any expenses for Property Investments? If yes,**
  - Provide all rental statements from 1 July 2019 to 30 June 2020
  - Provide 2020 Annual Rental Statements
  - Provide Rental Lease Agreements
  - Provide Tax Invoices in relation to property expenses e.g. rates, repairs and maintenance, insurance
8. **Did the Fund Buy or Sell Property Investments? If yes,**
  - Provide all purchase or sell documents
  - Provide all Settlement Statements
  - Provide copies of all Titles
9. **Did the Fund buy or sell, receive income or incur any expenses from other investments, e.g. Art Works, Minerals, Cryptocurrency, if yes,**
  - Provide all buy or sell contract documents
  - Provide income statements
10. **Did the fund receive any Superannuation Contributions/Rollovers? If yes,**
  - Provide all Rollover benefit documentation
  - Provide details of contributions received

Signed: ..... Date: .....