



Standard SMSF Upload Checklist



SMSF Name			Audit Year		
SMSF Secretarial File			Provided	N/A	Accountant / Trustee Comments
Full copy of Trust Deed and/or any amendments					
Membership Application Forms					
Trustee Consent to Act Forms					
ATO Trustee Declarations (Trustees appointed after 1 July 2007)					
Copy of <b>previous year</b> and <b>current year signed</b> minutes					
Copy of Investment Strategy					
Copy of Death Benefit Nomination Forms (if any)					
Corporate Trustee (ASIC Extract)					
<b>Previous Year</b> Financial Statements					
<b>Previous Year</b> Tax Return					
Previous Year Auditor Report					
Previous Year Auditor's Management Letter					

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Member Accounts & Statements			Provided	N/A	Accountant / Trustee Comments
Rollover Forms (in/out) made during year					
Insurances paid - copy of policy and premiums paid					
Employer Contributions: copy of member's PAYG W Summary					
Member Concessional Contributions: copy of intent to claim deduction					
In specie contributions: supporting evidence of asset transfer					
Member > 65 years age with Non SG contributions (evidence work test met)					
Lump Sum withdrawals: minutes of trustee and member requests					
Members report detailing preservation/tax components					
Details of any members who may have exceeded the contributions cap					
Allocation of earnings between the members: copy of trustee policy					
COVID-19 early release of super - copy of ATO release form & minute					
Splitting: documentation, minutes and member instructions					
SMSF in Pension Phase					
Pension Documentation & Minutes					
Actuarial Certificate(s)					

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Financial Statements	Provided	N/A	Accountant / Trustee Comments
Copy of Trial Balance			
Copy of General Ledger listing all transactions			
Copy of Income Tax Reconciliation			
Copy of Bank Statements (full year) and reconciliations - all accounts			
ATO Portal reports (ITA and RBA)			
Listed securities: copies of CHESS Statements and/or Portfolio Reports			
Unlisted Securities: <b>any entity</b> : copy of share scripts			
<b>Closely Held Unit Trust, Pty Ltd</b> : copy of Tax Return & Financial Statements			
Market Value Work papers: all assets			
SMSF Liabilities: source documentation			
Managed Funds: Year End - Fund Manager Statements			
Dividend Income: work paper showing franking credits claimed			
<b>Current Year</b> Tax Return, Financial Statements and Member Statements			
Derivative Investments: document(s) confirming SMSF investment strategy			
Derivative Investments: source documentation showing ownership			
In-house assets: source documentation that details nature of holding			
Instalment Share Warrants ( <b>Non Real Property</b> ): Provide Investment Details			
Details of your - Total superannuation balance			

Collectables	Provided	N/A	Accountant / Trustee Comments
Confirmation of where collectables are stored			
Documents confirming Valuation of collectable items			
Copy of Insurance policy and premiums paid collectable items held			
Current year collectables acquired: copy of purchase agreement			

