

- **IS THIS THE FIRST YEAR BAGGETTA & CO IS PREPARING THE FINANCIALS & TAX RETURN?**

- NO. Go to next question
- YES. Please complete table below

- **HAVE THE DETAILS OF MEMBERS CHANGED FROM 30 JUNE 2018?**

- 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.			
3.			
4.			

PLEASE ANSWER EVERY QUESTION

INVESTMENTS SECTION:

Between 1 July 2018 to 30 June 2019, has the SMSF PURCHASED/ACQUIRED the following investments:

1. Property

- NO. Go to question 2
- YES. If yes, please provide:

- FINAL settlement statement of purchase
- Loan contract (if applicable)
- Loan statements (if applicable)

2. Shares

- NO. Go to question 3
- YES. If yes, please provide:

- Buy confirmation contract
- Dividend reinvestment statements
- Bonus share issue statements

- 3. Managed funds** NO. Go to question 4
 YES. If yes, please provide:
- Buy confirmation contract
 - Fund's annual portfolio summary

- 4. Off-market transfers** NO. Go to question 5
 YES. If yes, please provide:
- Off-market transfer forms

- 5. Other investments not mentioned above** NO. Continue to item 1 below
 YES. If yes, please provide:
- Purchase contract
 - Certificate of insurance (if applicable)

Between 1 July 2018 to 30 June 2019, did the SMSF have the following:

- 1. Bank account/s** NO. Go to question 2
 YES. If yes, please provide for EACH account:
- Bank statements covering the period 1 July 2018 to 30 June 2019
 - Cheque book butts (if applicable)

- 2. Term deposit account/s** NO. Go to question 3
 YES. If yes, please provide for EACH account:
- Bank statements covering the period 1 July 2018 to 30 June 2019 (if applicable)
 - Maturity notices up to and including 30 June 2019
 - Maturity notice immediately following the 30 June 2019 notice

- 3. Loan account/s** NO. Go to INCOME SECTION PART I
 YES. If yes, please provide for EACH account:
- Loan statements covering the period 1 July 2018 to 30 June 2019

INCOME SECTION PART I:

Between 1 July 2018 to 30 June 2019, did the SMSF:

- 1. Sell property** NO. Go to question 2
 YES. If yes, please provide:
 FINAL settlement statement of sale
- 2. Sell shares** NO. Go to question 3
 YES. If yes, please provide:
 Sell contract
- 3. Sell units in managed fund** NO. Go to question 4
 YES. If yes, please provide:
 Sell contract
- 4. Sell other investments not mentioned above** NO. Go to INCOME SECTION PART II
 YES. If yes, please provide:
 Sell contract

INCOME SECTION PART II:

Between 1 July 2018 to 30 June 2019, did the SMSF:

- 1. Receive rent** NO. Go to question 2
 YES. If yes, please complete form below
 Rental Checklist provided
(if you do not have one, please call Baggetta & co)
- 2. Receive dividends** NO. Go to question 3
 YES. If yes, please provide:
 Dividend statements for all dividend payments received during the period 1 July 2018 to 30 June 2019
- 3. Receive distributions from managed funds** NO. Go to question 4
 YES. If yes, please provide:
 Tax summary statements for the year ended 30 June 2019
 Distribution statements covering the period 1 July 2018 to 30 June 2019

4. Receive rollover transfers from another super fund

- NO. Go to question 5
 YES. If yes, please provide:

ETP rollover statements

5. Receive employer contributions

- NO. Go to question 6
 YES. If yes, please provide:

Letter from employer confirming total amount of superannuation paid for EACH employee in the SMSF for the year ended 30 June 2019

6. Receive members contributions

- NO. Go to question 7
 YES. If yes, please provide:

Written acknowledgement from trustee confirming amount of contribution

7. Any other income not mentioned above

- NO. Go to EXPENSES
 YES. If yes, please provide:

Supporting documents

EXPENSES:

Between 1 July 2018 to 30 June 2019, did the SMSF:

1. Pay insurance for members

- NO. Go to question 2
 YES. If yes, please provide:

Insurance policies and renewal notices

2. Pay administration expenses

- NO. Go to question 3
 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 BAGGETTA & CO:

Please tick to indicate who will provide a copy of the following: **Client** **Ex-Accountant**

- | | | | |
|--|------------------------------|-----------------------------|-----------------------------|
| 1. 2018 SMSF Tax Return and Financials | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. SMSF Deed | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. Member Applications | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. ATO Trustee Declarations | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5. Consent to Act as Trustee | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6. Binding Death Nominations | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7. Current Investment Strategy | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8. Company Register (only applicable if Corporate Trustee) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> NA |
| a. If Corporate Trustee, will Baggetta & Co maintain the Company Register? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |

I confirm that I have reviewed the above checklist and have supplied all the relevant information to prepare my 2019 income tax return.

I also confirm that the above information is correct to the best of my knowledge and that where necessary I hold documentary evidence in support of my claims.

Dated the day of 20.....

.....
Signature of Trustee

.....
Name (print)