



# 2021 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 (only applicable to clients who email or use dropbox to send their tax information in to us)  
(Email or dropbox to [advice@baggetta.com.au](mailto:advice@baggetta.com.au) Please use dropbox if your email and attachments are 10MB or more)
- I will collect it from your office upon notification from you
- Post to me (I understand postage fees may apply)

Legal Name of SMSF: \_\_\_\_\_

Trustee(s) of SMSF (select ONE only)

Individual Trustees      Name of Trustee 1: \_\_\_\_\_

Name of Trustee 2: \_\_\_\_\_

Corporate Trustee      Name of Company: \_\_\_\_\_

Preferred Contact Name : \_\_\_\_\_

Business Address: \_\_\_\_\_

Postal Address (if different to Business Address): \_\_\_\_\_

Email: \_\_\_\_\_

Telephone (W): \_\_\_\_\_ (H): \_\_\_\_\_ (M): \_\_\_\_\_

TFN: \_\_\_\_\_ ABN: \_\_\_\_\_

Is the Superannuation Fund registered for GST?  NO  YES

- **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 2019?**

- 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 2020 to 30 June 2021, 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 2020 to 30 June 2021, 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 2020 to 30 June 2021
  - 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 2020 to 30 June 2021 (if applicable)
  - Maturity notices up to and including 30 June 2021
  - Maturity notice immediately following the 30 June 2021 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 2020 to 30 June 2021

**INCOME SECTION PART I:**

**Between 1 July 2020 to 30 June 2021, 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 2020 to 30 June 2021, 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 2020 to 30 June 2021.
- 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 2021  
 Distribution statements covering the period 1 July 2020 to 30 June 2021

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/email from employer confirming total amount of superannuation paid for EACH employee in the SMSF for the year ended 30 June 2021

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 2020 to 30 June 2021, 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. 2020 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                  |                             |
| 9. Copy of Trustees photo identification eg. Drivers licence               | <input type="checkbox"/> Provided | <input type="checkbox"/> Previously Provided |                             |

**I confirm that I have reviewed the above checklist and have supplied all the relevant information to prepare the 2021 SMSF 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)