



**Central Force** PTY LTD  
chartered accountants

# 2016 INCOME TAX RECORDS CHECKLIST FOR SMSF

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Standards Legislation

## 2016 CHECKLIST SUMMARY

1	All Bank Statements for SMSF bank accounts from <b>1<sup>st</sup> July 2015 – 30<sup>th</sup> June 2016</b> (compulsory for all bank accounts due to auditing requirements).	
2	Contracts for sale or purchase of property made during the year including solicitor's letters etc.	
3	Rental property annual statements forwarded to you by your real estate agent.	
4	All Dividend Statements for any shares held.	
5	Nominated Bank Account Details – required in the event of any ATO refunds. (Please see page 2)	
6	All buy and sell contracts for <b><u>Shares</u></b> .	
7	Copies of <b><u>ALL</u></b> invoices for expenses paid from SMSF accounts (compulsory for all expense transactions due to auditing requirements).	
8	All confirmation statements for any new or re-invested term deposits.	
9	Market Valuations at 30/06/16 for all property held within the SMSF.	

## ***BANK ACCOUNT DETAILS***

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Bank Account Details for Self Managed Super Fund tax returns are now required in the event of an ATO refund. The ATO will no longer issue cheques. Please complete if not provided/different account details to last year.

Please note the nominated bank account must be in the name of the Super Fund.

<b>BANK ACCOUNT DETAILS</b>	
Account Name	
BSB	
Account Number	

*These details are required to be shown on your Income Tax Return and will be kept strictly confidential by our firm.*

# **INFORMATION RELEASE AUTHORITY**

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To Whom It May Concern:

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**I/We, the undersigned do hereby authorize:**

You to supply to my/our accountant:

**Central Force Chartered Accountants  
99 Egerton Street  
PO Box 3173  
EMERALD QLD 4720**

such information as requested either by phone, fax, email or in person, or by a duly authorised employee in relation to my/our accounts operated through your institution.

We authorize the provision of this information to Central Force Chartered Accountants by phone, fax, email or in person, or to a duly authorised employee.

This authority shall remain in force until such time it is cancelled by me/us.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name**  
(Please print name in full)

\_\_\_\_\_  
**Name**  
(Please print name in full)