



It is important that your records are complete and that any supporting documentation is included before forwarding to us. Providing complete information helps us to expedite the completion of the financial statements and income tax return in a timely manner, and reduces compliance costs.

All documents can be emailed as we do not require originals.

	Bank statements – 01/07/22-30/06/2023 (Filed in date order) These are required by the auditor even if on BGL bank data feed. It is useful to write next to each transaction the details if not already in the bank description. If a multiple transaction – provide breakdown of withdrawal or deposit. It is important to advise us ASAP of any new bank accounts opened during the year.
90 9 92 - 2	Investment managers transaction statements & tax reports for the year
	External Superannuation Fund – Annual Statement 30/06/2023 If you hold an external superfund such as QSuper, please provide the annual statement for this.
	Investment summary confirming investments portfolio as at 30/06/2023 Chess statements with transactions 2022/2023 From a 3rd party e.g. Link, Computershare, Etrade, CommSec, Stockbroker etc. If no summary, a print out of each investment showing shareholding/unitholding 30/06/2023
	Term Deposit statements (filed in date order)
	Investment purchases 01/07/2022 - 30/6/2023 Contract notes for new shares or units Documents for Mergers etc.
	Investment sales 01/07/2022-30/06/2023 Contract notes
	Investment income – Dividends "paid" 01/07/2022-30/06/2023 Received in cash or reinvested
	Investment income – Trust distributions for year "relating" to 30/06/2023 (Note – may be received in July – September after year ended 30/06/2023) Received in cash or reinvested Quarterly distribution statements Annual taxation summaries

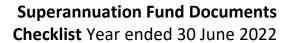
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Investment income from private companies or trusts Copy of tax return of entity Confirmation Market value of investment
ETP Rollovers from other super fund/s Include ETP Rollover forms
Life Insurance Premiums notices and policy details – must show value of policy
Investment property purchases or sold during year Settlement statement/contract and purchase documents, stamp duty, legals, loan agreement Depreciation report if applicable
Rental Property Market valuation of property 30/06/2022 Lease agreements Monthly rental summary or annual rental summary All related invoices for expenses
Artwork or other collectibles Include valuation 30/06/2022 Insurance, storage invoices
Contributions Concessional or non-concessional made to any external super fund
Loans / LRBAs Details/documents regarding any loans
Sundry Income/expenses Anything not included above, if unsure please include and we can determine this.



