

# 2018 End of Year Checklist – SMSF

As we approach the end of the Financial Year it is important to ensure you are up to date with the administration of your Super Fund. Please consider each of these items in relation to your SMSF prior to 30 June 2018, and contact our office if you have any queries.

If you have.....	We require.....	What you need to do.....	✓
<b>A TERM DEPOSIT that has a maturity date after 30 June 2018</b>	Documented evidence of having the term deposit in place as at 30 June 2018	<p><b>If your term deposit matures PRIOR to us receiving your work:</b></p> <ul style="list-style-type: none"> <li>➤ Please provide us with your reinvestment or redemption notice.</li> </ul> <p><b>If your term deposit is due to mature AFTER you have given us your work:</b></p> <ul style="list-style-type: none"> <li>➤ Please contact your bank and request a statement showing that the term deposit was in place as at 30 June 2018.</li> </ul>	
<b>Taken a PENSION from your SMSF</b>	<p>Check to ensure that you have taken your minimum pension as advised to you in previous correspondence.</p> <p>Check whether you have made any additional contributions to your SMSF prior to 31 May 2018</p>	<ul style="list-style-type: none"> <li>➤ Review your bank statements to confirm how much you have drawn as a Pension payment.</li> <li>➤ If you have contributed additional money to your SMSF and haven't advised us, please do so now. We need to ensure your minimum pension has been calculated on the total balance of your fund (including contributions made during the year).</li> </ul>	
<b>Planned to make a CONTRIBUTION to superannuation this year</b>	The contribution must be in your SMSF bank account prior to close of business 30 June 2018	<ul style="list-style-type: none"> <li>➤ Ensure that your contribution is within the relevant limits. If you are unsure about what these are, please contact our office prior to making the contribution.</li> </ul>	
<b>BANK AND BROKER ACCOUNTS</b>	Set up direct data feeds into our processing software	<ul style="list-style-type: none"> <li>➤ We are in the process of changing our SMSF processing software and will need to set up your bank and broker direct data feeds again. If you receive an authorisation form, please sign and return to our office. Note that this does not give us any access to transact in your accounts – it is merely a data feed of transactions imported into our software.</li> </ul>	
<b>Over \$1M in super and take a PENSION</b>	To report to the ATO in accordance with the new Transfer Balance Cap rules quarterly	<ul style="list-style-type: none"> <li>➤ Read the enclosed fact sheet on Transfer Balance Caps and contact us during the year as detailed in the fact sheet.</li> </ul>	

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<p><b>DIRECT SHAREHOLDINGS</b></p>	<p>Confirmation of shareholdings held within your SMSF as at CLOSE OF TRADE 30 June 2018</p> <p><i>(Please note: confirmations must contain the Registry details on the document. Reports printed from your own bookkeeping file eg. MYOB is not sufficient for Audit purposes).</i></p>	<p><b>If you have a Stockbroker:</b></p> <ul style="list-style-type: none"> <li>➤ Request a copy of your Investment Summary Report. This report should detail your fund's CHESS sponsored holdings and their market value as at close of trade 30 June 2018.</li> </ul> <p><b>If you have an online broking account eg. Commsec, nabtrade, E-trade:</b></p> <ul style="list-style-type: none"> <li>➤ Log on to your account and download a copy of your Investment Summary Report. This report should detail your fund's CHESS sponsored holdings and their market value as at close of trade 30 June 2018.</li> </ul> <p><b>If your shares are issuer sponsored and held through a Registry:</b></p> <ul style="list-style-type: none"> <li>➤ Log on to your relevant Registry and print a Holding Summary (see below for instructions)</li> </ul> <p><i>If you have previously registered, print a Holding Summary.</i></p> <p><i>If you have NOT registered, go to the Investor Centre, and follow the steps to register. NOW is the time to arrange your Member login and review your Portfolio. Once registered, at 30 June print a Holding Summary.</i></p> <p>The following shows the path to the different organisations:</p> <p><b>Computershare</b> <a href="https://www.computershare.com/au">https://www.computershare.com/au</a> Click the 'Log in' button and select "Investor Centre" – this will open a new window. Select "Existing User" and you will be directed to a new page to enter your log-in details.</p> <p><b>Link Market Services</b> <a href="http://www.linkmarketservices.com.au">www.linkmarketservices.com.au</a> Click on "Investor Login" section – this will open a new window. Enter your log-in details.</p> <p><b>Boardroom Limited</b> <a href="http://www.boardroomlimited.com.au">www.boardroomlimited.com.au</a> Click the Login button in the "InvestorServe" box (bottom left hand corner of the screen) – this will open a new window. Enter your log-in details.</p>	

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