

PLEASE TICK APPLICABLE BOX

- New SMSF job** - Please select if this fund is new to the Multiport SMSF Annual service (Complete sections 1, 2, 3 & 4)
- Existing SMSF job** - Please select if this fund is returning to the Multiport SMSF Annual service **or** you are able to supply a BGL ledger (Complete sections 1, 3 & 4)

SECTION 1 - CLIENT DETAILS

Fund name

Client reference (reference number/code that your practice has assigned to identify the client)

Does the fund have a corporate trustee? Yes No

If no, would you like us to arrange one for you? Yes No

Tick the relevant period below

- Accounts for 6 months to 31/12/20
- 9 months to 31/03/20
- 12 months to 30/06/20

SECTION 2 - MEMBER DETAILS

Member details

	Member A	Member B	Member C	Member D
Surname	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Given name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
TFN	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Residential address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of eligible service period	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Date joined the fund	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Breakdown of member balances for each member

- I have attached prior year member statements for each member account.

SECTION 3 - CURRENT YEAR DATA

Previous years data

Did we complete this job for you last year? Yes No

I have supplied a copy of the previous year's financial statements, trial balance (including decimal points) and income tax return Yes N/A

I have supplied a detailed investment listing including actual date of acquisition, cost base, total deferred tax and tax free carried forward (these would affect the cost base of the investments when disposal has taken place), market valuation report and documentation relating to demergers, return of capital and buy-back where applicable Yes N/A

I have supplied details of the prior year debtors and creditors Yes N/A

Pension details

Did any of the members enter pension mode during the financial period? Yes No

Member name	Pension	Transition to retirement	Commencement date
A.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /
B.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /
C.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /
D.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /

For year-end reporting purposes, if an actuarial certificate is required, we will arrange this for you through an independent Australian based contractor (an actuarial certification fee will apply). For interim account reporting purposes, an estimate will be calculated.

If applicable I have attached pension calculations Yes N/A

Does an Account Based Pension apply? (includes allocated, market-linked/term-allocated and transition to retirement pensions) Yes No

Is there a Defined Benefit Pension? (includes complying lifetime, life expectancy and flexi pensions) Yes No

If YES, please provide the following information:

Prior year actuarial certificate

Accounting software

We prepare all SMSF work in the BGL Simple Fund software.

I have attached a backup of a BGL Simple Fund file Yes No

(If no, please complete Section 2. We will set up the file in BGL for an additional fee)

Preferred treatment in the financial statements

I would like any PAYG instalments relating to this financial year but are to be paid after the financial year-end, to be brought into the current years accounts. Yes No

Additional information

Please scan and upload the following investment documentation to us:

Cash and fixed interest investments

I have attached all bank statements for each fund bank account for the applicable period (Please include notations for transactions are not clearly identifiable) Yes N/A

I have attached fixed interest and term deposit investment statements issued during the applicable period Yes N/A

Share investments

- I have attached a Broker Valuation report as at the end of the period Yes N/A
- I have attached a Broker Transaction Listing report or buy/sell contract notes (including details of any share purchase plans or entitlements taken up) Yes N/A
- I have attached statements for dividends paid during the applicable period Yes N/A
- I have attached all documentation relating to corporate actions that occurred during the applicable period (eg. demergers, return of capital, buy-backs etc) Yes N/A

Managed fund investments / Units in listed unit trusts

- I have attached all purchase and redemption documentation Yes N/A
- I have attached all statements for distributions paid during the applicable period Yes N/A
- Where applicable I have attached all Annual Tax Statements Yes N/A

Property investments

- I have attached the rental income expenditure statement, for the period provided by the Real Estate Agent Yes N/A
- I have attached invoices for any property expenses paid for by the fund Yes N/A
- I have attached a market valuation as at 30 June - required for year end reporting only Yes N/A

Other investments (e.g Unlisted trusts and companies)

- I have attached all documentation relating to this investment (i.e. financial statements and income tax return) Yes N/A

Market values for these investments (if no value provided we will use the value from the previous year's financial accounts)

Asset	Market value at 30 June
1.	\$
2.	\$
3.	\$
4.	\$

Contribution details

Employer contributions	Member A	Member B	Member C	Member D
Concessional	\$	\$	\$	\$
Non concessional	\$	\$	\$	\$
Other (please describe)	\$	\$	\$	\$

Member contributions	Member A	Member B	Member C	Member D
Concessional	\$	\$	\$	\$
Non concessional	\$	\$	\$	\$
Other (please describe)	\$	\$	\$	\$

Expense details

- I have attached insurance policy documentation for any insurance policies paid for by the fund Yes N/A
- I have attached details of any expenses paid for by the fund that are not listed above Yes N/A

Other details

Please supply copies of the following reports from the ATO Tax Agent Portal ensuring lodgment and payment of fourth quarter BAS is displayed. (if year-end reporting is required)

Integrated client account Yes N/A

Income tax account Yes N/A

Please attach any other documentation that may lessen our level of enquiry to you Yes N/A

SECTION 4 - PRACTICE DETAILS

Accountant

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Company / Firm name

Contact name

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Contact telephone

Compliance fee charged to your client for previous financial year (excl GST & audit fee) \$

Compliance fee you anticipate charging your client for this financial year (excl GST & audit fee) \$

SECTION 5 - AUDIT ARRANGEMENT (Only required for year end reporting)

Would you like us to arrange the audit for you Yes No

If yes, please provide the following:

For the first year a request for audit is made

Prior year signed and audited financial report Yes No

Prior year management letter Yes No

Copy of the latest Trust Deed Yes No

Copy of the ATO acknowledgement that the fund is a regulated fund and any other relevant correspondence with the ATO Yes No

General annual requirements

Copy of the latest ASIC annual company statement if corporate trustee Yes No

Amendments to the Trust Deed Yes No

SMSF's investment strategy Yes No

Property investments

Council rates notice Yes No

Copy of Certificate of Title Yes No

Purchase/sale contracts if property was purchased/disposed of during the year Yes No

Evidence/declaration of trust confirming that property is held for the fund Yes No

Loans

Signed loan agreement

Yes No

Details of borrowers' relationship to the SMSF

Yes No

Pension/Benefits paid and transfers out

PAYG payment summaries for pensions paid and superannuation lump sums (when required)

Yes No

Paperwork documenting the terms and conditions of any commenced pensions

Yes No

Rollover statements for any monies rolled out of fund

Yes No

Proof the member satisfied a condition of release when benefits withdrawn before age 65

Yes No

Related party transactions

Documentation or evidence that income is on an arm's length basis

Yes No

Tax

Section 290 (former Section 82AAT) notices

Yes No

Any other documents that may lessen our level of enquiry to you

Yes No

Audit services must be prepaid by credit card. Please complete payment details below:

Please debit \$ from my Mastercard Visa

Card number

Expiry date

Cardholder's signature

Cardholder's name

* 1.4% additional fee applies to all credit card payments