

2026 YEAR END CHECKLIST

FOR SELF-MANAGED SUPERANNUATION FUNDS (SMSFs)

Below is a general list of information we will need to prepare your 2025-26 SMSF Financial Statements and Tax Returns:

- ☐ Bank statements (including any new accounts including term deposits) from 1 July, 2025 to 30 June, 2026.
- ☐ Contributions (Super stream Report) - A breakdown (by member) of the contributions received by the fund.
- ☐ Pensions - Documentation supporting any pensions commenced during the 2025-26 financial year.
- ☐ Investments:
 - ☐ Portfolio valuation as at 30 June, 2026 and transaction history reports (if applicable).
 - ☐ All documentation from your portfolio or wrap provider including year-end tax statements.
 - ☐ All dividend & tax statements.
 - ☐ Buy & sell contracts for shares sold or purchased.
 - ☐ Any other documentation received during the year that relates to restructures, bonus shares, consolidations etc., for shares held by the fund.
- ☐ Property:
 - ☐ Annual Agent statements if using an agent to manage property, otherwise, all invoices and rent receipts for the year ending 30 June, 2026.
 - ☐ A copy of the current lease/rental agreement (if not already provided).
 - ☐ Annual rental income appraisal (where a new lease has been entered into).
 - ☐ Documents for property bought or sold, including the date you entered the contract and the date the asset was first used or installed ready for use.
 - ☐ Rental property appraisal for the value of the property.

Please contact our office if you require assistance with your 2025-26 Tax Return.

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Continued:

☐ Rollovers:

☐ Copy of any Rollover Benefits Statements for money rolled into the fund during the period 1 July, 2025 to 30 June, 2026.

☐ Insurance:

☐ Copy of life insurance policy annual renewal documentation form (the ownership of the policy should always be in the name of the superannuation fund).

☐ Copy of documentation relating to any new insurance policies from 1 July, 2025.

☐ Expenses – Copies of invoices for the following payments:

☐ Accounting Fees

☐ Audit Fees

☐ Filing Fees (if applicable)

☐ Other expenses incurred by the fund.

☐ Other

☐ If you have transactions in your fund that do not fall into the above categories, please ensure that you provide us with full details.

☐ Provide statements of any other superannuation fund (e.g. industry funds) balances at 30 June, 2026.

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