

IRVIN & COMPANY ACCOUNTANTS

Accountants & Taxation Consultants

Registered Tax Agents

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RECORD CHECK LIST – SUPER FUNDS

- Bank statements with full description of each transaction noted against each entry. This allows you to keep your cheque and deposit books.
- Brokerage statements for any share transactions. (Buy and sell contracts)
- Holding statements for share purchases (for **new** purchases only).
- Unit trust certificates (copies only required for **new** purchases).
- Term deposit notices.
- Dividend slips.
- Tax statements for unit trust investments.
- All receipts for expenses. (eg, copies of rates notices, land tax assessments, fees paid, insurance premiums)
- Valuation certificates of properties (if managed by a third party).
- Whole of life and other insurance policy documents.
- Solicitor's settlement letters and contract for purchase or sale of any properties.
- Copies of group certificates from sponsoring employer.
- Breakdown of contributions made to the fund for each member.