

## ANNUAL INFORMATION REQUIRED CHECKLIST

<b>Bank Statements</b>	Access account statements	
	Term deposit statements/certificates	
	Passbook accounts	
	Cheque book	
	Deposit books	
<b>Minutes</b>	Trustee minutes	
	Employer minutes	
<b>Expenses</b>	Life insurance policy documents	
	Accounting/audit fee	
	Actuarial fee	
	Financial planning fee	
	Pension payments	
<b>Other correspondence</b>	Instalment activity statements	
	ATO notice of assessment	
	Co contributions notices	
	Contributions – personal and employer	
<b>Investment information</b>	Share buy and sell contracts	
	Dividend statements	
	Wrap/managed investment annual report	
	Wrap/managed investment tax statement	
	Wrap/managed investment distribution statements	
	Real property purchase/sale contract and settlement statements	
	Real property income statements	
	Real property expense receipts	