

Required information

To help achieve the most from your initial meeting we ask that you gather the following information and **email back to us ahead of time**. Please note if you are unable to gather your financial documents before your initial meeting it is best to cancel and reschedule until all your documentation is compiled.

- ✓ **Identification** - copy of your driver's license(s). If not available, then passport/proof of ID card.
- ✓ **Superannuation** - copy of your most recent superannuation fund. If you have multiple funds, please provide statements for all funds.
 - If you cannot find a statement please obtain:
 - Approximate account balance
 - Membership number
 - Fund provider
 - Risk profile
- ✓ **Investments** - do you own managed funds, direct shares or an investment property?
 - If so, please provide us with
 - Most recent statement
 - Share holder Reference Number (SRN)
 - Purchase price
 - Date of purchase
 - Number of units
 - Rental Income
- ✓ **Personal Insurance** - do you have any life, total and permanent disability (TPD), income protection or trauma insurance? If so, please provide policy statements.
- ✓ **General Insurance** – please provide statements (if applicable) for:
 - Private health insurance
 - Home and contents insurance
 - Car, boat, caravan, motorbike insurance
 - Business insurance
- ✓ **Debt (Mortgage, Personal Loan, Credit Cards)** – please provide:
 - Home/Investment loan statements
 - Credit card statement(s)
- ✓ **Tax Return**
 - Most recent tax return including tax file number (TFN)
 - Payment summary from your employer.
 - Employment contract and/or last 3 pay slips
- ✓ **Estate Planning** - a copy of your will, powers of attorney.
- ✓ Anything else you feel may be relevant.

✓ **SMSF or Investment Trust**

- a. Certified Trust Deed: This is the founding document of your SMSF or Trust and outlines the rules for operating the fund. It's essential for the financial planner to review this document.
 - b. We also need ABN & TFN of the SMSF or Trust and any Corporate Trustee Information.
- Financial Statements: Provide copies of your SMSF's or Trust financial statements, including the balance sheet, income statement, and cash flow statement. These documents give insight into your fund's financial health.
- Tax Returns and Records: Bring copies of your SMSF's or Trust tax returns and any relevant tax records. These documents will help the financial planner understand your fund's tax position and any tax planning strategies that may be necessary.
- Investment Portfolio: Provide details of your SMSF's or Trust investment portfolio, including asset allocation, investment performance, and any investment strategies you have in place.
- Contributions and Withdrawals: Bring documentation related to contributions made to your SMSF or Trust, including member contributions and any employer contributions. Also, provide information on any withdrawals or pension payments made from the fund.
- Insurance Policies: If your SMSF holds insurance policies, bring copies of these policies for review. This includes life insurance, total and permanent disability (TPD) insurance, and income protection insurance
- Estate Planning Documents: If you have estate planning documents such as wills, powers of attorney, or binding death benefit nominations, bring copies of these documents. They are crucial for ensuring your SMSF or Trust is integrated with your broader estate planning goals.
- Legal Documents: Any legal documents related to your SMSF, such as loan agreements or property purchase documents, should be provided for review.
- Trustee Records: Bring documentation related to trustee appointments, resignations, and any changes in trustee structure.
- Compliance Documentation: Provide any documentation related to compliance requirements, such as annual audit reports and regulatory filings.
- Personal Financial Information: Information about your personal financial situation, including other assets, liabilities, income, and expenses, can also be helpful for the financial planner to provide comprehensive advice.
- By bringing along these documents and information, you'll help your financial planner gain a thorough understanding of your SMSF or Trust and your overall financial situation, enabling them to provide tailored advice and recommendations.

If you any questions do not hesitate to contact us: admin@elliottwatson.com.au