

# INVESTOR CHECKLIST

*Required documentation for the end of the financial year to help you get organised.*

	<b>Investments in Shares or Units</b> – Where acquisition or disposal takes place during the year, provide copies of the buy or sell documentation.
	<b>Rental Property</b> - Where acquisition or disposal takes place during the year, provide copies of the offer and acceptance along with the final settlement statement.
	<b>Rental Property</b> – Provide the annual summary of income and expenditure report.
	<b>Dividend Income</b> – Provide copies of the dividend notice or a summary including any imputation credits.
	<b>Trust / Fund Distributions</b> – Provide a copy of the annual tax statement. This is issued in August or September.
	<b>Borrowed Monies</b> – Where income producing assets (shares, units or property) have been acquired with borrowed funds, please provide the financial institutions loan account statement for the financial year.
	<b>Other Expenses</b> – Paid by you and relating to investments but not included in statements should be included.