# Your SMSF administrator checklist

## Before you choose or change providers.

Use these questions to compare services when setting up an SMSF or reviewing your current provider.

### ☐ Can you administer my fund's investments and accounts?

Discuss the investments, banks, brokers and platforms you use or plan to use. Check service restrictions, any accounts you'd need to open or change, and extra charges.

### ☐ What can I access during the year?

Ask to see how you'll view balances, transactions, documents and outstanding tasks. Check how often information is updated and when transactions are reviewed and reconciled.

### ☐ Who do I contact for help?

Confirm whether you'll have a dedicated contact or shared support team, how to reach them and response times. Check what support is included and whether specialist help costs extra.

### ☐ What is included in the fee?

Request a fee breakdown for administration, annual accounts, tax return preparation and lodgement, and audit. Check whether audit fees are included and what costs extra.

### ☐ What will you need from me?

Clarify which records to provide, how to submit them and how often. Confirm what you'll need to review, approve or sign, and which tasks the administrator handles.

### ☐ How will you help with reporting and deadlines?

Ask how you'll hear about deadlines, missing information and issues. Confirm who prepares the annual accounts and return, who coordinates the independent audit, and how you'll receive progress updates.

## Starting a new SMSF

### ☐ What does establishment include?

Ask which setup steps and documents are included, what you'll need to supply and what you'll do yourself. Confirm the process, expected timing and separate establishment costs.

## Moving an existing SMSF

### ☐ What would moving across involve?

Check required records and authorities, who contacts your current provider, and any banking or investment changes. Confirm timing, transfer costs, access to historical records and who completes outstanding accounts or returns.

**Before you decide**

Get service inclusions, fees and agreed responsibilities in writing so you can compare providers.

General information only. Engaging an administrator does not remove your responsibilities as an SMSF trustee.