

## Supporting Documents Checklist

### SMSF

- ☐ Certified copy of SMSF Trust Deed (Mandatory)
- ☐ Certified copy of Custodian/Bare Trust Deed (Mandatory)
- ☐ Investment Strategy (AMP Template)
- ☐ Additional Contributions Evidence (such as Superannuation Statement), if required
- ☐ Certificate of Legal Advice (Mandatory)
- ☐ AMP SMSF Excel Serviceability Calculator (Optional)
- ☐ Contract of Sale (for purchase)
- ☐ Personal Guarantor's Statement of Position Declaration (AMP Template)
- ☐ Refinance statements (six months)

#### Asset Test, Liquidity Test, & Interest/Dividend Income documentary requirements:

Established funds:

- ☐ Latest SMSF Financial Statements (showing net assets)
- ☐ (Optional) Most recent SMSF Bank Statement (if net assets < \$300,000)

New funds:

- ☐ Latest SMSF Bank Statement (showing member contributions/rollovers); and/or
- ☐ Member Rollover Statements (from other super funds); and
- ☐ Accountant's letter confirming initial balances and no liabilities

### Income documents for PAYG/salaried directors

- ☐ Two recent, consecutive payslips with the most recent within 60 days. Payslips must also show the employer's ABN and the year to date income earned
- ☐ If no year to date or less than three months year to date figure shows, we will also require the recent income statement (formerly known as PAYG summary statement) to support the payslips
- ☐ Bonus income (if applicable): Letter from Employer confirming bonus income received OR actual payslips showing bonus received (must be within 12 calendar months)

### Income documents for self employed directors

- ☐ Most recent individual tax return
- ☐ Most recent ATO Notice of Assessment
- ☐ Most recent Company tax return (if applicable); or
- ☐ Most recent Trust tax return (if applicable); or
- ☐ Most recent Partnership tax return (if applicable)

### Rental income

**Below are only required if rental income is NOT validated using the Rental AVM in the AMP Bank Platform (Loanapp):**

- ☐ Current lease agreement or tenancy agreement; or
- ☐ Rental statement dated within 60 days; or
- ☐ Rental appraisal from a real estate agent dated within 60 days; or
- ☐ Rental appraisal included within the valuation report