# **Contact Details**

|  |  |
| --- | --- |
| Name |  |
| Company |  |
| Email |  |
| Phone |  |

# Funds & Services

***Please complete the below service summary*** *(Refer fee schedule for details and costs)*

|  |  |  |
| --- | --- | --- |
|  | Ongoing Services | Optional Services |
| Fund Name(if more funds please attach separate sheet) | Standard Fund | Non Standard Fund | Prior Year Accounts | Actuarial Certificate | Tax Lodgement Services | Residential Property Valuation |
|  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

# Class Super Access

The following people are granted access to Class Super based on the access level nominated

|  |  |  |  |
| --- | --- | --- | --- |
| *Fund Name* | *User Full name* | *User Email* | *Access level* *(full, read only)* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# **Agreement**

## SMSF Engine Services

* The key services included as part of our SMSF Service include:
	+ Preparation of annual financial statements and member statements.
	+ Preparation of all necessary minutes and declarations required for your SMSF for the year.
	+ Preparation of the SMSF Annual Return to the ATO.
	+ Liaison and provision of all necessary records and documentation to the selected independent auditor of the fund.
	+ Advise of the annual taxation liability payment required for your SMSF
* Reporting
	+ Annual financial statements, member statements and annual SMSF return upon completion of the annual lodgement obligations.
	+ Online access to your SMSF reports including investment and accounting reports is available at no additional cost
* Optional Services (additional fees may apply)
	+ Where necessary arrange for the actuarial certificate for the fund to be prepared.
	+ Lodgement of the annual SMSF return
	+ Preparation of residential property valuation

## Client Terms

* I/We acknowledge and agree that SMSF Engine Pty Ltd is appointed as the administrator of the abovenamed SMSF fund(s) as at the date of the signed application form.
* In the case of an existing SMSF, I/we authorise SMSF Engine Pty Ltd to contact the previous administrator of the fund or accountant in order to obtain the necessary records and information to enable SMSF Engine Pty Ltd to undertake the administration of the fund.
* I/We agree that I/we have received, read and understood the schedule of SMSF Engine SMSF fees (attached), agree to the pricing schedule provided and consent to the payment terms and conditions.
* I/We authorise SMSF Engine Pty Ltd to deduct its fees from the nominated bank account as agreed monthly.
* I/We agree that SMSF Engine Pty Ltd may collect, use and store personal information for the purpose of providing ongoing Administration and Audit services. This complies with the relevant laws as well as in accordance with SMSF Engine Privacy Policy, a copy of which can be provided on my/our request. Such information may include but is not limited to: Tax File Numbers (TFNs), Bank Account details, Drivers’ Licence and Passport information. I/We also understand that I/we can request in writing this personal information that SMSF Engine Pty Ltd holds on me/us.

## Fees (refer schedule below)

* All monthly fees are calculated and payable from 1 July of the financial year irrespective of when fund commences with SMSF Engine
* A catch up fee will be charged up until the end of the current month from previous 1 July.
* A 50% pro-rata reduction applies to new first year funds.
* Monthly fees will then be deducted via direct debit.
* Services can be terminated at any time with 3 Months’ notice in writing.
* All Fees are inclusive of GST and effective from 1 July 2016

## Acceptance of Agreement

By signing below you accept the terms of this agreement and any attached schedules.

Authorised Signatory

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  |  |  |  |
| Signature | X |  |  |  |
|  |  |  |  |  |
| Date |  DAY  | MONTH  |  | YEAR |

# Fee Schedule

## Daily (Full Service) Administration – Ongoing Service

|  |  |  |
| --- | --- | --- |
| Service | Standard Fund # | Non Standard Fund # |
| Daily Admin & Audit | $110 Per Month ($1,320 p.a) | $120 Per Month ($1,440 p.a.) |
| Transition to Class Super | Free | Free |

## Annual Administration (Prior year accounts and audit)

|  |  |  |
| --- | --- | --- |
| Service | **Standard Fund #** | **Non Standard Fund #** |
| Annual Admin + Audit  | $1,320 | $1,440 |
| Transition to Class Super  | Free | Free |

## Optional Services

|  |  |  |
| --- | --- | --- |
| Service | Details | Fee |
| Actuarial Certificate | Prepared by SMSF Engine when included with Administration | $176 |
| Tax Lodgement | Annual SMSF Return Lodgement | $275 |
| Property Valuation | Residential Property | $99 |
| Title Search | NSW, VIC, QLD / Other States & Territories | $55 / $99 |

## Ongoing Services

**Standard Fund**

(Contains only cash, listed shares, managed investments where data feeds are available)

**Non Standard Fund**

 (Contains any of direct property, unlisted trusts or assets, collectables or where no data feeds are available)

## **O**ptional **S**ervices

**Prior year annual accounts and audit**

Includes set up on Class Super, annual compliance (accounts, audit, member statements, minutes, draft tax etc)

**Tax Lodgement Service**

SMSF Engine will act as tax agent in respect of the SMSF Annual Return Lodgement. If not selected you will need to provide details of the tax agent

**Actuarial Certificate**

SMSF Engine will prepare an Actuarial certificate where both pension and accumulation members are in the fund

**Residential Property Valuation**

SMSF Engine will provide a property valuation to meet the audit requirement

|  |  |
| --- | --- |
| logo_small_rectSMSF Engine Pty LtdLevel 3 29-33 Palmerston Crescent South Melbourne Vic 3205Ph 03 9209 9777 email info@smsfengine.com.au | Direct Debit Request |
| Request and Authority to debit the account named below to pay SMSF Engine Pty Ltd |
| Request and Authority to debit | Your Surname or company name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Your Given names or ABN/ARBN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Your email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_“you”Request and authorise SMSF Engine Pty Ltd to arrange, through its own financial institution, a debit to your nominated account any amount SMSF Engine Pty Ltd, has deemed payable by you.This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from your account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement. |
| **Insert the name and address of financial institution at which account is held** | **Financial institution name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Insert details of account to be debited** | I/we request that SMSF Engine Pty Ltd (User ID 2AN) draw by way of Direct Debiting system, amounts as determined belowOnce only Debit: Debit this amount $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Periodic Debits Debit this amount $\_\_\_\_\_\_\_\_\_\_ Monthly until further notice**Name/s on account**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**BSB number** (must be 6 Digits)|\_\_\_|\_\_\_|\_\_\_| - |\_\_\_|\_\_\_|\_\_\_|**Account number** |\_\_\_|\_\_\_|\_\_\_|\_\_\_|\_\_\_|\_\_\_|\_\_\_|\_\_\_|\_\_\_| |
| **Acknowledgment** | By signing and/or providing us with a valid instructionin respect to your Direct Debit Request, you have understood and agreed to the terms and conditions governing the debit arrangements between you and SMSF Engine Pty Ltdas set out in this Request and in your Direct Debit Request Service Agreement.  |
| **Insert your signature and address** | **Signature**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_ / \_\_\_ / \_\_\_(If signing for a company, sign and print full name and capacity for signing eg. director)**Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Second account signatory (if required)** | **Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_ / \_\_\_ / \_\_\_(If signing for a company, sign and print full name and capacity for signing eg. director)**Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| T:\SMSF Engine\Engine Web Changes\Forms\Website forms - FINAL\Images\logo_small_rect.jpgSMSF Engine Pty LtdLevel 3 29-33 Palmerston Crescent South Melbourne Vic 3205ph 03 9209 9777 email info@smsfengine.com.au | ]Direct Debit Request Service Agreement |
| This is your Direct Debit Service Agreement with SMSF Engine Pty Ltd, (User ID 2AN, ACN 157816272). It explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider.Please keep this agreement for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR authorisation. |
| **Definitions** | 1. ***account*** means the account held at *your* *financial institution* from which *we* are authorised to arrange for funds to be debited.
2. ***agreement*** means this Direct Debit Request Service Agreement between *you* and *us*.
3. ***banking day*** means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.
4. ***debit day*** means the day that payment by *you* to *us* is due.
5. ***debit payment*** means a particular transaction where a debit is made.
6. ***direct debit request*** means the Direct Debit Request between *us* and *you.*
7. ***us*** or***we***means SMSF Engine Pty Ltd(the Debit User) *you* have authorised by requesting a *Direct Debit Request*.
8. ***you*** means the customer who has signed or authorised by other means the *Direct Debit Request.*

***your* *financial institution*** means the financial institution nominated by *you* on the DDR at which the *account* is maintained. |
| **1. Debiting your account** | 1.1 By signing a *Direct Debit Request* or by providing *us* with a valid instruction, *you* have authorised *us* to arrange for funds to be debited from *your account.* *You* should refer to the *Direct Debit Request* and this *agreement* for the terms of the arrangement between *us* and *you*. |
|  | 1. 1.2 *We* will only arrange for funds to be debited from *your account* as authorised in the *Direct Debit Request*.
2. ***or***
3. *We* will only arrange for funds to be debited from *your account* if *we* have sent to the address nominated by *you* in the *Direct Debit Request*, a billing advice which specifies the amount payable by *you* to *us* and when it is due.
 |
|  | 1. If the *debit day* falls on a day that is not a *banking day, we* may direct *your financial institution* to debit *your account* on the following *banking day*. If *you* are unsure about which day *your account* has or will be debited *you* should ask *your financial institution*.
 |
| **2. Amendments by *us*** | 1. *We* may vary any details of this *agreement* or a *Direct Debit Request* at any time by giving *you* at least fourteen **(14) days** written notice.
 |
| **3. Amendments by *you*** | 1. *You* may change, stop or defer a debit payment, or terminate this agreement by providing us with at least **30 days** notification by writing to:
2. **info@smsfengine.com.au**
3. ***or***
4. by telephoning us on 03 9209 9777 during business hours;
5. ***or***
6. arranging it through your own financial institution, which is required to act promptly on your instructions.
 |
| **4. *Your* obligations** | 1. 4.1 It is *your* responsibility to ensure that there are sufficient clear funds available in *your* account to allow a *debit payment* to be made in accordance with the *Direct Debit Request*.
2. 4.2 If there are insufficient clear funds in *your account* to meet a *debit payment*:
3. (a) *you* may be charged a fee and/or interest by *your financial institution;*
4. (b) *you* may also incur fees or charges imposed or incurred by *us;* and
5. (c) *you* must arrange for the *debit payment* to be made by another method or arrange for sufficient clear funds to be in *your account* by an agreed time so that *we* can process the *debit payment*.
6. 4.3 *You* should check *your account* statement to verify that the amounts debited from *your account* are correct
 |
| **5 Dispute** | 1. 5.1 If you believe that there has been an error in debiting *your account,* *you* should notify us directly on 03 9209 9777 or info@smsfengine.com.au and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly. Alternatively you can take it up directly with your financial institution.
 |
|  | 1. 5.2 If *we* conclude as a result of our investigations that *your* account has been incorrectly debited *we* will respond to *your* query by arranging for *your* *financial institution* to adjust *your* account (including interest and charges) accordingly. W*e* will also notify you in writing of the amount by which *your account* has been adjusted.
2. 5.3 If *we* conclude as a result of our investigations that *your account* has not been incorrectly debited *we* will respond to *your* query by providing *you* with reasons and any evidence for this finding in writing.
 |
| **6. Accounts** | 1. *You* should check:
2. (a)with *your financial institution* whether direct debiting is available from *your account* as direct debiting is not available on all accounts offered by financial institutions*.*
3. (b) *your* account details which *you* have provided to *us* are correct by checking them against a recent *account* statement; and
4. with *your financial institution* before completing the *Direct Debit Request* if *you* have any queries about how to complete the *Direct Debit Request*.
 |
| **7. Confidentiality** | 1. 7.1 *We* will keep any information (including *your account* details) in *your Direct Debit Request* confidential. *We* will make reasonable efforts to keep any such information that *we* have about *you* secure and to ensure that any of *our* employees or agents who have access to information about *you* do not make any unauthorised use, modification, reproduction or disclosure of that information.
2. 7.2 *We* will only disclose information that *we* have about *you*:
3. (a) to the extent specifically required by law; or
4. for the purposes of this *agreement* (including disclosing information in connection with any query or claim).
 |
| **8. Notice** | * 1. If *you* wish to notify *us* in writing about anything relating to this *agreement,* *you* should write to

SMSF Engine Pty LtdLevel 3 29-33 Palmerston Crescent South Melbourne Vic 32051. 8.2 *We* will notify *you* by sending a notice in the ordinary post to the address *you* have given *us* in the *Direct Debit Request*.

8.3 Any notice will be deemed to have been received on the third *banking day* after posting.  |

# 2016/17 Accounts Checklist

NOTE If you have selected the optional service **“prior year accounts”** you will need to also complete the checklist **“Annual Checklist – Daily fund**” in respect of the year you wish us to complete

Fund Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I have uploaded a copy of the latest fund software file YES** [ ]  **NO**[ ]

|  |  |  |  |
| --- | --- | --- | --- |
| Document | Uploaded |  | Previously Provided |
| Below is a brief summary of the documents we require Permanent File Documents:  |  |  |  |
| Trust Deed and deed amendments | [ ]  |  | [ ]  |
| Signed ATO trustee declarations | [ ]  |  | [ ]  |
| Trustee consents and member applications | [ ]  |  | [ ]  |
| Investment strategy | [ ]  |  | [ ]  |
| ASIC extract / annual report for trustee company | [ ]  |  | [ ]  |
|  |  |  |  |
| Existing fund Accounting documents (Existing Funds Only – we require copies of the most recent audited financial reports – please see below) |  |  |  |
| SMSF Annual return | [ ]  |  | [ ]  |
| Signed prior year accounts | [ ]  |  | [ ]  |
| Member annual statements | [ ]  |  | [ ]  |
| Prior year audit report & management letter | [ ]  |  | [ ]  |
| Investment summary report as at 30 June 20xx  | [ ]  |  | [ ]  |
| Full CGT cost base history details for all currently held investments | [ ]  |  | [ ]  |
| Current SMSF Software file (Eg BGL Export File) | [ ]  |  | [ ]  |

Transition Documents:

Provide the following documents in respect of the current financial year

|  |  |
| --- | --- |
| Document | Uploaded |
| Bank Transaction CSV / Excel file since last 30 June  | [ ]  |
| Copies of any bank statements  | [ ]  |
| Copies of any Investment purchase, sale or income | [ ]  |
| Details of contributions or rollovers | [ ]  |
| Details of pensions or benefits | [ ]  |

Notes

|  |
| --- |
|  |
|  |
|  |