

Class TBAR checklist

TBAR Checklist

1. Make sure all your funds have the relevant tax agent assigned (you can use the [Activity Statement Console](#) to check which tax agent is assigned to which fund)
2. Make sure each tax agent has the following mandatory information completed
 - Contact Name
 - ABN
 - Phone Number
 - Street Address
 - Email Address
3. All funds must have an ABN entered
4. All members must have a valid tax file number entered
5. Review the TRISs for take on funds and update establishment details or member transition where applicable. Click [here](#) for instructions on how to do this.

For a detailed printable checklist please click [here](#)

BGL's TBAR File Preparation Help

Global Tbar File Preparation

Prior to preparing a TBAR file, ensure the prerequisites have been completed for each fund with an event to include in the file:

Prerequisites	Explanation
Fund Financial Year and ABN	Fund must be in 17/18 financial year onwards. ABN must be recorded in Fund Details . Analytical Insights can be used to review fund ABNs at the firm level.
Member TFN recorded	TFN recorded for each member. Analytical Insights can be used to review member TFNs at the firm level.
Tax Agent attached to all funds	Ensure a Lodging Party (Tax Agent) is attached to the fund. The contact details of the agent must include:

Prerequisites	Explanation						
	<table border="1"> <thead> <tr> <th data-bbox="545 264 782 327">Details</th> </tr> </thead> <tbody> <tr> <td data-bbox="545 327 782 390">Contact Name</td> </tr> <tr> <td data-bbox="545 390 782 453">ABN</td> </tr> <tr> <td data-bbox="545 453 782 516">Phone Number</td> </tr> <tr> <td data-bbox="545 516 782 579">Street Address</td> </tr> <tr> <td data-bbox="545 579 782 632">Email Address</td> </tr> </tbody> </table>	Details	Contact Name	ABN	Phone Number	Street Address	Email Address
Details							
Contact Name							
ABN							
Phone Number							
Street Address							
Email Address							
Transfer Balance Events	The Transfer Balance Events to be added to the file have been recorded in the fund's Transfer Balance Dashboard .						