# **TBAR file preparation checklist**



Class checklist:

1. All funds have a tax agent assigned.
2. Each tax agent has the following mandatory information completed:
	1. Contact name
	2. ABN
	3. Phone number
	4. Street address
	5. Email address
3. All funds have an ABN entered
4. All members have a valid TFN entered
5. Review TRISs for newly added funds and update to ABP if they are in retirement phase.
6. Click [here](https://support.class.com.au/hc/en-au/articles/360001360935-Generate-and-Lodge-a-TBAR-file) for information on how to generate and lodge the TBAR file.



BGL prerequisites list:

1. ABN must be recorded in Fund Details.
2. TFN recorded for each member.
3. Ensure a Lodging Party (Tax Agent) is attached to each fund. The agent details must include:
	1. Contact name
	2. ABN
	3. Phone number
	4. Street address
	5. Email address
4. Transfer Balance Events to be added to the file have been recorded in the fund’s Transfer Balance Dashboard.
5. Click [here](https://support.sf360.com.au/hc/en-au/articles/360017485012-TBAR-Management) for information on how to generate and lodge the TBAR file.