

SMSF Document Preparation Services Summary

SMSF Document Preparation Services	Cost incl GST & postage
<u>Trust Deed Service</u> Trust deed and our SMSF guide presented in a leather bound document folder.	\$440
<u>Fund Establishment Service (one step process)</u> Comprehensive service (not including ABN registration process) which includes the following pre populated documents presented in a leather bound document folder; trust deed, trustee declaration, minutes, consent to act declarations, member application forms, product disclosure statements and our SMSF guide.	\$605
<u>Fund Establishment Service</u> Comprehensive service which includes the following pre populated documents presented in a leather bound document folder; trust deed, trustee declaration, minutes, consent to act declarations, member application forms, product disclosure statements, our SMSF guide and confirmation of the Fund's online ABN registration.	\$715
<u>Trust Deed Amendment Service</u> Comprehensive service including review of the existing trust deed, Deed of Amendment, consent to act declarations and product disclosure statements. <ul style="list-style-type: none"> - With another product purchase (e.g. pension establishment) - Bulk deed upgrade (i.e. > 10 funds) 	\$715 \$440 \$POA
<u>Investment Strategy Service</u> Comprehensive pre populated investment strategy document and trustee minute.	\$165
<u>Change of Trustee Service</u> Trust deed review and confirmation of appropriate deed provisions, Deed of retirement and appointment, minutes, consent to act declarations and a completed ATO change of details form.	\$385
<u>Change of Fund Name</u> Trust deed review and confirmation of appropriate deed provisions, Deed of Amendment, minutes, member notification letters and a completed ATO change of details form.	\$385
<u>New Member Service</u> Trust deed review and confirmation of appropriate deed provisions, a member application form, product disclosure statement, consent to act declaration, minutes and a completed ATO change of details form. <ul style="list-style-type: none"> - Each additional new member 	\$220 \$110

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<u>Binding Death Benefit Nomination Service</u> Trust deed review and confirmation of appropriate deed provisions, a binding death benefit nomination, information document in relation to the nomination and minute recording the nomination. – Each additional nomination	\$110 \$55
<u>Lump Sum Payment Service</u> Trust deed review and confirmation of appropriate deed provisions, a member request letter, minutes, calculation of any PAYG withholding and completed PAYG Payment Summary – superannuation lump sum as applicable – Each additional set of documents (requested at the same time)	\$220 \$110
<u>Account Based Pension Establishment Service</u> Trust deed review and confirmation of appropriate deed provisions, a member request letter, minutes, product disclosure statement, calculation of statutory pension limits, annual tax free amount and any PAYG withholding, completed TFN declaration and PAYG withholding forms as applicable. – Each additional set of documents (requested at the same time)	\$660 \$330
<u>Pension Commutation Service</u> Trust deed review and confirmation of appropriate deed provisions, a member request letter, minutes, calculation of minimum pension amounts required prior to commutation, statutory pension limits going forward, completed Rollover benefits statement or PAYG Payment Summary – superannuation lump sum as applicable, calculate the tax free portion of the pension going forward and a product disclosure statement. – Full commutation – Full commutation and commencement of “new” pension – Full commutation and commencement of “new” pension - each additional set of documents (requested at the same time) – Partial commutation – Partial commutation and commencement of “new” pension	\$330 \$660 \$330 \$550 \$880
<u>Allocated to Account-Based Pension Conversion Service</u> Trust deed review and confirmation of appropriate deed provisions, a member request letter, minutes, calculation of minimum pension amounts required prior to commutation, statutory pension limits going forward, completed Rollover benefits statement as applicable, calculate the tax free portion of the pension going forward and a product disclosure statement. – Conversion via commutation / without a commutation – Conversion via commutation / without a commutation – each additional set of documents (requested at the same time) – Crystallised Segment calculation – each calculation	\$660 \$330 \$110
<u>Borrowing Agreement (Instalment Warrant) Service</u> Trust deed review and preparation of relevant legal documents to support a borrowing arrangement with either a related party or non-related party pursuant to section 67(4A) of the SIS Act.	\$1,650

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<u>Death Benefit Service</u> Trust deed review and confirmation of appropriate deed provisions, a member request letter, minutes, product disclosure statement, calculation of any PAYG withholding, annual tax free amounts and statutory pension amounts and completed PAYG Payment Summary as applicable. – Lump sum payment – Pension Establishment	 \$POA \$POA
<u>Actuarial Certificate Service – Account Based, Allocated and Market Linked Pensions</u> Certify the exempt pension income percentage in accordance with s.295-390 of the Income Tax Assessment Act 1997. – Calculate statutory pension amounts for the following year – per pensioner	 \$275 \$55
<u>Actuarial Certificate Service – Defined Benefit Pensions</u> Certify the exempt pension income percentage in accordance with s.295-390 of the Income Tax Assessment Act 1997, prepare the actuarial valuation required by reg 9.31 of the Superannuation Industry (Supervision) Act 1993 and calculate the defined benefit pension amount for the following year. – Calculate statutory pension amounts for other pensions for the following year – per pensioner	 \$880 \$55

Why use Heffron’s SMSF Document Preparation Services?

We are privately owned and completely independent of any financial institution.

We are not a firm of chartered accountants, financial planners, consulting actuaries or tax advisers. We are a multi-disciplinary professional team whose technical knowledge covers the broad range of superannuation issues.

Our SMSF Document Preparation Services have been developed by our team of superannuation specialists and are continually updated and enhanced for legislative changes.

We are committed to providing you with the highest quality SMSF Document Preparation Services and we can assist you with any questions you may have in relation to any of the documents.

How to use Heffron’s SMSF Document Preparation Services?

We have developed comprehensive forms for each SMSF Document Preparation Service that outline all the facts and supporting information we require.

All our SMSF Document Preparation Service forms are available from our website www.heffron.com.au under the Forms tab.

Who to contact with your SMSF Document Preparation Service queries?

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