**Dear [Client’s Name],**

To proceed with your rollover of superannuation funds from your current industry/retail fund into your Self-Managed Super Fund (SMSF), the following information and documentation are required to ensure compliance with SuperStream regulations.

Please review the checklist below and provide the necessary details so we can guide you through this process efficiently.

**1. SMSF Details Required (for Rollover Request Submission):**

| **Required Information** | **Client Input / Confirmation** |
| --- | --- |
| SMSF Name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| SMSF ABN | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| SMSF Bank Account Name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| BSB / Account Number | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| SMSF Electronic Service Address (ESA) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Member Full Name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Member Date of Birth | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Member Tax File Number | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Note**: Please ensure the above details are accurate and match ATO records. If any updates are needed, please notify us immediately so we can assist in updating ATO records before the rollover is initiated.

**2. Documents to Provide to Integritas (For Our Records):**

| **Document** | **Attached? (Yes/No)** |
| --- | --- |
| Completed Rollover Request Form (from your industry fund) |  |
| Confirmation of Rollover Submission (portal/email) |  |
| Confirmation of Rollover Completion (from industry fund) |  |
| SMSF Bank Statement Showing Rollover Deposit |  |
| SuperStream Data Receipt (from ESA provider) |  |

**3. Steps to Follow:**

1. **Check and confirm your SMSF details** (ABN, ESA, and bank account) are up to date with the ATO. Contact us if you need assistance.
2. **Log into your industry/retail fund portal** or complete their **Rollover Request Form**, supplying the SMSF details listed above.
3. **Submit the rollover request** and forward any confirmation to us.
4. **Notify us once the rollover is completed** and provide the required documents listed above for compliance and record-keeping.

**Important Notes:**

* The rollover must be processed via **SuperStream**—cheques or paper rollovers are **not permitted**.
* Any mismatch between your SMSF details and ATO records will **delay the rollover**.
* If your SMSF is **not compliant or suspended**, rollovers will be **rejected**.

Please return the completed checklist and required documents to our office at your earliest convenience. If you require assistance at any point during the process, contact us directly on [Taxtalk Contact Number] or via email at [Taxtalk Email Address].

Kind regards,

**Domenic Barba**