



## SUPERANNUATION FUND TAX RETURN CHECKLIST

Please complete all items in the required field(s), save to your local drive and email the document(s) and any attachment(s) to our office.

Name of taxpayer: \_\_\_\_\_

For the year ended: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Preferred Contact No: \_\_\_\_\_

### INFORMATION REQUIRED

#### BANK STATEMENTS

| PROVIDED | N/A   |
|----------|---|
|          |   |
|          | Reconciled cashbooks (i.e. Excel file) for entire financial year<br>(detailing all deposits and withdrawals)  |
|          | Copy of all physical bank statement(s) for entire financial year<br>(with manual narrations at each line item detailing nature of each transaction) |

#### INVESTMENTS

| PROVIDED | N/A  |
|----------|--|
|          |  |
|          | Copies of annual tax statements for investments in forestry managed schemes                                  |
|          | Copies of any off-market transfer forms for in-specie contributions  |
|          | Copies of confirmation for purchase in forestry managed investment schemes                                   |
|          | Copies of confirmation for units purchased in managed funds  |
|          | Copies of contract notes and settlement statements for any shares purchased                                  |
|          | Copies of distribution statement(s) from trust(s)  |
|          | Copies of maturity notices for term deposits   |
|          | Copies of sell notes and settlement statements for shares sold (include original contract notes if possible) |
|          | Copies of sell notes for units in managed funds sold (include original purchase notes if possible)           |
|          | Details of any investments acquired from members or their associates during the income year                  |
|          | Details of any other investment assets purchased and sold  |
|          | Details of investment in related parties, including any outstanding distributions to                         |
|          | Managed funds distribution statements, annual tax statements and capital gains statements                    |
|          | Dividend statements  |
|          | Statements of returns of capital (from shares)   |



## SUPERANNUATION FUND TAX RETURN INFORMATION CONTINUED

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### PROPERTY

| PROVIDED | N/A  |
|----------|--|
|          | Annual Rental Property Statement from Estate Agent                           |
|          | Copy of all investment loan statement(s) for the income year                 |
|          | Copy of Property Tax Depreciation report (i.e. from BMT, Napier + Blakeley)  |
|          | Copy of Contract of Sale   |
|          | Copy of statement of adjustments   |
|          | Copy of conveyancing statements  |
|          | Copy of Certificate of Title   |
|          | Copy of Market Valuation of Property for current year Contributions Received |

### CONTRIBUTIONS RECEIVED

| PROVIDED | N/A  |
|----------|--|
|          | Records of all employer contributions (including salary sacrifice contributions)                       |
|          | Records of any non-concessional personal contributions   |
|          | Written notices from members stating intention to claim deductions for their personal contributions    |
|          | Acknowledgement notices by trustee to members confirming receipt of notices for personal contributions |

### ROLLOVERS

| PROVIDED | N/A                          |
|----------|------------------------------|
|          | Details of inward rollovers  |
|          | Details of outward rollovers |

### INSURANCE POLICIES

| PROVIDED | N/A  |
|----------|--|
|          | Copies of annual life insurance policy provided for members for relevant years |
|          | Copies of death or disability policy provided for members for relevant years   |

### BENEFITS PAID

| PROVIDED | N/A  |
|----------|--|
|          | Copies of any lump sum benefits paid to members  |
|          | Details of pensions paid to members, including copies of PAYG summaries, if applicable |



## SUPERANNUATION FUND TAX RETURN INFORMATION CONTINUED

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### OTHER INFORMATION

| PROVIDED | N/A |   |
|----------|-----|---|
|          |     | Details of any derivatives and instalment warrants entered into Auditor's report for the previous financial year  |
|          |     | Copies of trustee declarations for any new trustees, or directors of corporate trustees                           |
|          |     | Copy of investment strategy   |
|          |     | Record of all current members of SMSF   |
|          |     | If you have any doubt about any income or expenses you have received or incurred, bring the documents in with you |
|          |     | Any other information that you think is relevant  |