



## Superannuation Fund Tax Return Checklist

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

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

Preferred contact no.: \_\_\_\_\_

Information	Information provided	Not applicable
<b>Bank statements</b>		
Bank statements for the period 1 July 20** to 30 June 20**	<input type="checkbox"/>	<input type="checkbox"/>
Details of all deposits and withdrawals	<input type="checkbox"/>	<input type="checkbox"/>
Cheque book butts and deposit books	<input type="checkbox"/>	<input type="checkbox"/>
<b>Investments</b>		
Details of rent, leasing or hiring income	<input type="checkbox"/>	<input type="checkbox"/>
Maturity notices for term deposits	<input type="checkbox"/>	<input type="checkbox"/>
Distribution statements from trusts	<input type="checkbox"/>	<input type="checkbox"/>
Dividend statements	<input type="checkbox"/>	<input type="checkbox"/>
Statements of returns of capital (from shares)	<input type="checkbox"/>	<input type="checkbox"/>
Contract notes and settlement statements for any shares purchased	<input type="checkbox"/>	<input type="checkbox"/>
Sell notes and settlement statements for shares sold (and original contract notes if possible)	<input type="checkbox"/>	<input type="checkbox"/>
Confirmation for units purchased in managed funds	<input type="checkbox"/>	<input type="checkbox"/>
Sell notes for units in managed funds sold (and original purchase notes if possible)	<input type="checkbox"/>	<input type="checkbox"/>
Managed funds distribution statements, annual tax statements and capital gains statements	<input type="checkbox"/>	<input type="checkbox"/>
Off-market transfer forms for any in-specie contributions	<input type="checkbox"/>	<input type="checkbox"/>
Confirmation for purchases in forestry managed investment schemes	<input type="checkbox"/>	<input type="checkbox"/>
Annual tax statements for investments in forestry managed investment schemes	<input type="checkbox"/>	<input type="checkbox"/>
Details of any investments acquired from members or their associates during the income year	<input type="checkbox"/>	<input type="checkbox"/>
Details of any investments in related parties, including any outstanding distributions to be received	<input type="checkbox"/>	<input type="checkbox"/>
Details of any other investment assets purchased and sold	<input type="checkbox"/>	<input type="checkbox"/>
<b>Contributions received</b>		

Information	Information provided	Not applicable
Records of all employer contributions (including salary-sacrifice contributions) Records of any after-tax contributions (eg personal contributions) Records of any contributions where no TFN was quoted 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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Rollovers</b>		
Details of inward rollovers Details of outward rollovers	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<b>Insurance policies</b>		
Copies of annual life insurance policy provided for members Copies of death or disability policy provided for members	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<b>Benefits paid</b>		
Details of any lump sum benefits paid to members Details of any pensions paid to members, including copies of PAYG summaries if applicable	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<b>Common deductions</b>		
Death or disability premiums Actuarial costs, accountancy fees and audit fees Investment expenses, including nature of the expenses Management and administrative expenses, including nature of the expenses	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Other information</b>		
Details of any derivatives and instalment warrants entered into Auditor's report for the previous financial year Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year Copies of minutes of meetings Copies of trustee declarations for any new trustees, or directors of corporate trustees Copy of investment strategy Record of all members as at 30 June 20** Details of any mergers with other superannuation funds If you have any doubts about any income or expenses you have received or incurred, bring the documents in with you Any other information that you think is relevant	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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