2017 Superannuation Fund Tax Return Checklist

Name of taxpayer:

Address:

Preferred contact no.:

| **Information** | **Information provided** | **Not applicable** |
| --- | --- | --- |
| **Bank statements** |  |  |
| Bank statements for the period 1 July 2016 to 30 June 2017 | [ ]  | [ ]  |
| Details of all deposits and withdrawals  | [ ]  | [ ]  |
| Cheque book butts and deposit books | [ ]  | [ ]  |
| **Investments** |  |  |
| Details of rent, leasing or hiring income | [ ]  | [ ]  |
| Maturity notices for term deposits | [ ]  | [ ]  |
| Distribution statements from trusts | [ ]  | [ ]  |
| Dividend statements | [ ]  | [ ]  |
| Statements of returns of capital (from shares) | [ ]  | [ ]  |
| Contract notes and settlement statements for any shares purchased | [ ]  | [ ]  |
| Sell notes and settlement statements for shares sold (and original contract notes if possible) | [ ]  | [ ]  |
| Confirmation for units purchased in managed funds | [ ]  | [ ]  |
| Sell notes for units in managed funds sold (and original purchase notes if possible) | [ ]  | [ ]  |
| Managed funds distribution statements, annual tax statements and capital gains statements | [ ]  | [ ]  |
| Off-market transfer forms for any in-specie contributions | [ ]  | [ ]  |
| Confirmation for purchases in forestry managed investment schemes | [ ]  | [ ]  |
| Details of any investments acquired from members or their associates during the income year | [ ]  | [ ]  |
| Details of any investments in related parties, including any outstanding distributions to be received | [ ]  | [ ]  |
| Details of any other investment assets purchased and sold | [ ]  | [ ]  |
| **Contributions received** |  |  |
| 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 | [ ]  | [ ]  |
| **Rollovers** |  |  |
| Details of inward rollovers  | [ ]  | [ ]  |
| Details of outward rollovers | [ ]  | [ ]  |
| **Insurance policies** |  |  |
| Copies of annual life insurance policy provided for members | [ ]  | [ ]  |
| Copies of death or disability policy provided for members | [ ]  | [ ]  |
| **Benefits paid** |  |  |
| Details of any lump sum benefits paid to members | [ ]  | [ ]  |
| Details of any pensions paid to members, including copies of PAYG summaries if applicable | [ ]  | [ ]  |
| **Common deductions** |  |  |
| 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 | [ ]  | [ ]  |
| **Other information**  |  |  |
| 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 2017 | [ ]  | [ ]  |
| 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 | [ ]  | [ ]  |