

2018 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 2017 to 30 June 2018 | <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"/> |
| Investments | | |
| 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"/> |
| 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"/> |
| Contributions received | | |
| Records of all employer contributions (including salary-sacrifice contributions) | <input type="checkbox"/> | <input type="checkbox"/> |
| Records of any after-tax contributions (eg personal contributions) | <input type="checkbox"/> | <input type="checkbox"/> |
| Records of any contributions where no TFN was quoted | <input type="checkbox"/> | <input type="checkbox"/> |
| Written notices from members stating intention to claim deductions for their personal contributions | <input type="checkbox"/> | <input type="checkbox"/> |

| Information | Information provided | Not applicable |
|--|--------------------------|--------------------------|
| Acknowledgement notices by trustee to members confirming receipt of notices for personal contributions | <input type="checkbox"/> | <input type="checkbox"/> |
| Rollovers | | |
| Details of inward rollovers | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of outward rollovers | <input type="checkbox"/> | <input type="checkbox"/> |
| Insurance policies | | |
| Copies of annual life insurance policy provided for members | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of death or disability policy provided for members | <input type="checkbox"/> | <input type="checkbox"/> |
| Benefits paid | | |
| Details of any lump sum benefits paid to members | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of any pensions paid to members, including copies of PAYG summaries if applicable | <input type="checkbox"/> | <input type="checkbox"/> |
| Common deductions | | |
| Death or disability premiums | <input type="checkbox"/> | <input type="checkbox"/> |
| Actuarial costs, accountancy fees and audit fees | <input type="checkbox"/> | <input type="checkbox"/> |
| Investment expenses, including nature of the expenses | <input type="checkbox"/> | <input type="checkbox"/> |
| Management and administrative expenses, including nature of the expenses | <input type="checkbox"/> | <input type="checkbox"/> |
| Other information | | |
| Details of any derivatives and instalment warrants entered into | <input type="checkbox"/> | <input type="checkbox"/> |
| Auditor's report for the previous financial year | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of minutes of meetings | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of trustee declarations for any new trustees, or directors of corporate trustees | <input type="checkbox"/> | <input type="checkbox"/> |
| Copy of investment strategy | <input type="checkbox"/> | <input type="checkbox"/> |
| Record of all members as at 30 June 2018 | <input type="checkbox"/> | <input type="checkbox"/> |
| If you have any doubts about any income or expenses you have received or incurred, bring the documents in with you | <input type="checkbox"/> | <input type="checkbox"/> |
| Any other information that you think is relevant | <input type="checkbox"/> | <input type="checkbox"/> |