

# 2021 Superannuation Fund Tax Return Checklist

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

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

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

Information	Information provided	Not applicable
<p><b>Bank statements</b></p> <p>Bank statements for the period 1 July 2020 to 30 June 2021</p> <p>Details of all deposits and withdrawals</p> <p>Cheque book butts and deposit books</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p><b>Investments</b></p> <p>Details of rent, leasing or hiring income</p> <p>Maturity notices for term deposits</p> <p>Distribution statements from trusts</p> <p>Dividend statements</p> <p>Statements of returns of capital (from shares)</p> <p>Contract notes and settlement statements for any shares purchased</p> <p>Sell notes and settlement statements for shares sold (and original contract notes if possible)</p> <p>Confirmation for units purchased in managed funds</p> <p>Sell notes for units in managed funds sold (and original purchase notes if possible)</p> <p>Managed funds distribution statements, annual tax statements and capital gains statements</p> <p>Income received through trusts other than managed investment funds</p> <p>Off-market transfer forms for any in-specie contributions</p> <p>Details of any investments acquired from members or their associates during the income year</p> <p>Details of any investments in related parties, including any outstanding distributions to be received</p> <p>Details of artwork, collectables and personal use assets (storage, insurance, valuations)</p> <p>Details of any other investment assets purchased and sold</p> <p>Records of cryptocurrency wallet transactions (eg Bitcoin)</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p><b>Contributions received</b></p> <p>Records of all employer contributions (including salary-sacrifice contributions)</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>

Information	Information provided	Not applicable
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"/>
Records of any contributions on behalf of spouse	<input type="checkbox"/>	<input type="checkbox"/>
Records of any spouse contributions splits	<input type="checkbox"/>	<input type="checkbox"/>
Details of any unused cap amounts for concessional contribution since 2018–2019 available to carry forward if total superannuation balance is below \$500,000 on 30 June	<input type="checkbox"/>	<input type="checkbox"/>
Records of any downsizer contributions (up to \$300,000 per person aged 65 or over)	<input type="checkbox"/>	<input type="checkbox"/>
Records of any withdrawal of first home super saver (FHSS) scheme contributions (and associated earnings)	<input type="checkbox"/>	<input type="checkbox"/>
Records of any contributions from disposal of small business assets under capital gains tax small business 15-year exemption or retirement exemption	<input type="checkbox"/>	<input type="checkbox"/>
Details of deductions for personal contributions	<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"/>
Acknowledgement notices by trustee to members confirming receipt of notices for personal contributions	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rollovers</b>		
Details of inward rollovers	<input type="checkbox"/>	<input type="checkbox"/>
Details of outward rollovers	<input type="checkbox"/>	<input type="checkbox"/>
Details of family law superannuation splitting payments and court orders	<input type="checkbox"/>	<input type="checkbox"/>
<b>Insurance policies</b>		
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"/>
Details of early release of benefits (compassionate grounds or severe financial hardship)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Benefits paid</b>		
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"/>
Details of early release of benefits (eg because of the COVID-19 pandemic)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Common deductions</b>		
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"/>

Information	Information provided	Not applicable
<b>Other information</b>		
Details of any derivatives and instalment warrants entered into	<input type="checkbox"/>	<input type="checkbox"/>
Details of limited resource borrowing arrangements (LRBAs)	<input type="checkbox"/>	<input type="checkbox"/>
Auditor's report for the previous financial year	<input type="checkbox"/>	<input type="checkbox"/>
Copies of Business Activity Statements and/or Instalment 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 2021	<input type="checkbox"/>	<input type="checkbox"/>
Has trustee/director become a disqualified person due to bankruptcy or conviction for dishonest conduct?	<input type="checkbox"/>	<input type="checkbox"/>
Details of any schemes involving non-arm's length income (NALI)	<input type="checkbox"/>	<input type="checkbox"/>
Details of any schemes involving non-arm's length expenditure (NALE)	<input type="checkbox"/>	<input type="checkbox"/>
Other receipts or outgoings received or incurred, including where uncertain if assessable/deductible	<input type="checkbox"/>	<input type="checkbox"/>