

2019-20
Superannuation Fund
Tax Return Checklist

2019-20 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 2018 to 30 June 2019 | | |
| 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 statement 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 (include original contract notes, if possible) | | |
| Confirmation of units purchased in managed funds | | |
| Sell notes for units in managed funds sold (include original purchase notes if possible) | | |
| Managed funds distribution statements, annual tax statements and capital gains statements | | |
| Any off-market transfer forms for any in-specie contributions | | |
| 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 tax file number (TFN) was quoted | | |

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| 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 | | |
| Roll-overs | | |
| Details of inward roll-overs | | |
| Details of outward roll-overs | | |
| Insurance Policies | | |
| Copies of annual life insurance policy provided for members | | |
| Copies of death or disability policy provided for members | | |
| Benefits Paid | | |
| Copies of any lump sum benefits paid to members | | |
| Details of 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 2018 | | |
| 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 | | |