2016 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 2015 to 30 June 2016 |  |  |
| 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 |  |  |
| Annual tax statements for investments 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 2016 |  |  |
| 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 |  |  |