

2019 SUPERANNUATION FUND TAX RETURN CHECKLIST

PLEASE MAKE SURE YOU ATTACH DETAILS OF ALL ITEMS THAT APPLY TO YOU

SUPERANNUATION FUND INFORMATION

SUPERANNUATION NAME: _____

ADDRESS: _____

TELEPHONE: (M) _____
 (H) _____

EMAIL ADDRESS: _____

YOUR FINANCIALS AND RETURN WILL BE UPLOADED TO YOUR CLIENT PORTAL FOR SIGNATURE:

ARE ALL SIGNING MEMBERS REGISTERED FOR A PORTAL?

IF 'NO': PLEASE ADVISE ALL EMAIL ADDRESSES WHICH REQUIRES A PORTAL REGISTRATION:

EMAIL 1: _____
 EMAIL 2: _____
 EMAIL 3: _____
 EMAIL 4: _____

IF YOUR RETURN IS URGENT PLEASE INDICATE THE DATE YOU REQUIRE IT TO BE RECEIVED BY YOU:

NB: This Checklist is only a guide to help us declare all income and deductions that are required, please add any other information where you feel necessary.

INFORMATION PROVIDED	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

INFORMATION PROVIDED	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
	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

INFORMATION PROVIDED	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

INFORMATION PROVIDED	ROLLOVERS
	Details of inward rollovers
	Details of outward rollovers

INFORMATION PROVIDED	INSURANCE POLICIES
	Copies of annual life insurance policy provided for members
	Copies of death or disability policy provided for members

INFORMATION PROVIDED	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

INFORMATION PROVIDED	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

INFORMATION PROVIDED	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 2019
	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