



Superannuation Fund Tax Return Checklist

Name of SMSF: _____

Address: _____

Preferred Contact Name & No.: _____

Email: _____

Information	Information Provided	Not Applicable
New Clients		
Superannuation Fund Deed	<input type="checkbox"/>	<input type="checkbox"/>
Financial Statements and tax return for the prior financial year	<input type="checkbox"/>	<input type="checkbox"/>
Auditors Report for the prior financial year	<input type="checkbox"/>	<input type="checkbox"/>
Bank Statements		
Bank Statements for the period 1 July to 30 June	<input type="checkbox"/>	<input type="checkbox"/>
Bank Loans for the period 1 July to 30 June	<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 rental income, including the EOY Real Estate Agent Statement	<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 return of capital (from shares)	<input type="checkbox"/>	<input type="checkbox"/>
Contract notes and settlement statements for any shares purchased or sold	<input type="checkbox"/>	<input type="checkbox"/>
Confirmation of units purchased and sold in managed funds	<input type="checkbox"/>	<input type="checkbox"/>
Managed funds distribution statements, annual tax statements and capital gains statements	<input type="checkbox"/>	<input type="checkbox"/>
Statement of Transactions from Investment Broker	<input type="checkbox"/>	<input type="checkbox"/>
Statement of adjustments and purchase/ sale contract for any real estate property bought/sold	<input type="checkbox"/>	<input type="checkbox"/>

Details of any other investment assets purchased and sold	<input type="checkbox"/>	<input type="checkbox"/>
Market Valuation for real estate properties – It is a requirement that assets are measured at market value. We recommend real estate be valued every 3 years.	<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 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		
Copies of lump sum benefits paid to members	<input type="checkbox"/>	<input type="checkbox"/>
Details of pensions paid to members, including copies of PAYG summaries if applicable	<input type="checkbox"/>	<input type="checkbox"/>
Common Deductions		
Accountancy and audit fees	<input type="checkbox"/>	<input type="checkbox"/>
Copies of all rental expenses - council rates, water rates, bank interest, repairs and maintenance, land tax, interest, insurance, body corporate etc	<input type="checkbox"/>	<input type="checkbox"/>
Depreciation schedule for the rental property if applicable	<input type="checkbox"/>	<input type="checkbox"/>
Expenses paid from a personal account	<input type="checkbox"/>	<input type="checkbox"/>
Management and administrative expenses, including nature of the expenses	<input type="checkbox"/>	<input type="checkbox"/>
Other Information		
Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year	<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"/>
Any other information that you think is relevant	<input type="checkbox"/>	<input type="checkbox"/>