

2016 Superannuation Fund Tax Return Checklist

Name of taxpayer: _____

Address: _____

Preferred Contact No: _____

| Information Required | Information Provided | Not Applicable |
|--|--------------------------|--------------------------|
| Bank Statements | | |
| Bank statements for the period 1 July 2015 to 30 June 2016 | <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 | | |
| Copies of any off-market transfer forms for in-specie contributions | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of confirmation of units purchased in managed funds | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of contract notes and settlement statements for any shares purchased | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of distribution statement from trust | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of maturity notices for term deposits | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of sell notes and settlement statements for shares sold (include original contract notes if possible) | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of sell notes for units in managed funds sold (include original purchase notes if possible) | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of any investments acquired from members or their associates during the income year | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of any other investment assets purchased and sold | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of investment in related parties, including any outstanding distributions to be received | <input type="checkbox"/> | <input type="checkbox"/> |
| Managed funds distributions statements, annual tax statements and capital gains statements | <input type="checkbox"/> | <input type="checkbox"/> |
| Dividend statements | <input type="checkbox"/> | <input type="checkbox"/> |
| Statements of returns of capital (from shares) | <input type="checkbox"/> | <input type="checkbox"/> |
| Rental property income and expenses | <input type="checkbox"/> | <input type="checkbox"/> |
| Copy of loan statements 1 July 2015 to 30 June 2016 | <input type="checkbox"/> | <input type="checkbox"/> |
| Any other income | <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 undeducted personal contributions | <input type="checkbox"/> | <input type="checkbox"/> |
| Records of any contributions where no TFN was quoted | <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"/> |
| Rollovers | | |
| Details of rollovers into the fund incl Rollover Benefits Statements | <input type="checkbox"/> | <input type="checkbox"/> |
| Insurance Policies | | |
| Copies of annual life insurance statements provided for members | <input type="checkbox"/> | <input type="checkbox"/> |
| Benefits Paid | | |
| Copies of any 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"/> |

