

**2017-18**  
**Superannuation Fund**  
**Tax Return Checklist**

## 2017-18 Superannuation Fund Tax Return Checklist

Name of taxpayer: \_\_\_\_\_

Address: \_\_\_\_\_

Preferred Contact No: \_\_\_\_\_

Information	Information Provided	Not Applicable
<b>Bank Statements</b>		
Bank statements for the period 1 July 2017 to 30 June 2018		
Details of all deposits and withdrawals		
Cheque book butts and deposit books		
<b>Investments</b>		
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		
<b>Contributions Received</b>		
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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Information	Information Provided	Not Applicable
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		
<b>Roll-overs</b>		
Details of inward roll-overs		
Details of outward roll-overs		
<b>Insurance Policies</b>		
Copies of annual life insurance policy provided for members		
Copies of death or disability policy provided for members		
<b>Benefits Paid</b>		
Copies of any lump sum benefits paid to members		
Details of pensions paid to members, including copies of PAYG summaries, if applicable		
<b>Common Deductions</b>		
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		
<b>Other Information</b>		
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		