

## 2011 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 2010 to 30 June 2011   | <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"/> |
| <b>Investments</b>   |                          |                          |
| Copies of annual tax statements for investments in forestry managed schemes                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of any off-market transfer forms for any in-specie contributions                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of confirmation for purchase in forestry managed investment schemes                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of confirmation for 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 distribution 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"/> |
| <b>Contributions Received</b>  |                          |                          |
| 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"/> |

| Information   | Information Provided     | Not Applicable           |
|---|--------------------------|--------------------------|
| 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"/> |
| <b>Rollovers</b>  |                          |                          |
| Details of inward rollovers   | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of outward rollovers  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Insurance Policies</b>   |                          |                          |
| 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"/> |
| <b>Benefits Paid</b>  |                          |                          |
| 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"/> |
| <b>Common deductions</b>  |                          |                          |
| Death or disability premiums  | <input type="checkbox"/> | <input type="checkbox"/> |
| Approved auditor's fees paid  | <input type="checkbox"/> | <input type="checkbox"/> |
| Investment expenses, including nature of the expenses   | <input type="checkbox"/> | <input type="checkbox"/> |
| Management and administrative expenses, including nature of the expenses  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Other Information</b>  |                          |                          |
| Details of any derivatives and instalment warrants entered into   | <input type="checkbox"/> | <input type="checkbox"/> |
| Auditor's report for the previous financial year  | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year           | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of minutes of meetings   | <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"/> |
| Copy of investment strategy   | <input type="checkbox"/> | <input type="checkbox"/> |
| Record of all members as at 30 June 2011  | <input type="checkbox"/> | <input type="checkbox"/> |
| If you have any doubt about any income or expenses you have received or incurred, bring the documents in with you | <input type="checkbox"/> | <input type="checkbox"/> |
| Any other information that you think is relevant  | <input type="checkbox"/> | <input type="checkbox"/> |