MELANIECASSY&CO
CHARTERED ACCOUNTANTS

2013 Superannuation Fund Tax Return Checklist

Name of taxpayer: ______________________________

Address: ______________________________

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Preferred Contact No: ______________________________

Information	Information Provided	Not Applicable
Bank Statements		
Bank statements for the period 1 July 2012 to 30 June 2013	☐	☐
Details of all deposits and withdrawals	☐	☐
Cheque book butts and deposit books	☐	☐
Investments		
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	☐	☐
Confirmation of purchase in forestry managed investment schemes	☐	☐
Annual tax statements for investments in forestry managed investment schemes	☐	☐
Any investments acquired from members or their associates during the income year	☐	☐
Any investments in related parties, including any outstanding distributions to be received	☐	☐
Any other investment assets purchased and sold	☐	☐
Contributions Received		
Records of all employer contributions (including salary-sacrifice contributions)	☐	☐
Records of any after-tax contributions (eg personal contributions)	☐	☐

Information	Information Provided	Not Applicable
Records of any contributions where no tax file number (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	☐	☐
Roll-overs		
Details of inward roll-overs	☐	☐
Details of outward roll-overs	☐	☐
Insurance Policies		
Copies of annual life insurance policy provided for members	☐	☐
Copies of death or disability policy provided for members	☐	☐
Benefits Paid		
Copies of any lump sum benefits paid to members	☐	☐
Details of pensions paid to members, including copies of PAYG summaries, if applicable	☐	☐
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	☐	☐
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 2013	☐	☐
Details of any mergers with other superannuation funds		
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	☐	☐