

2012 Superannuation Fund Tax Return Checklist

Name of taxpayer: _____

Address: _____

Preferred Contact No: _____

Information	Information Provided	Not Applicable
Bank Statements Bank statements for the period 1 July 2011 to 30 June 2012 Details of all deposits and withdrawals Cheque book butts and deposit books	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Investments Copies of annual tax statements for investments in forestry managed schemes Copies of any off-market transfer forms for any in-specie contributions Copies of confirmation for purchase in forestry managed investment schemes Copies of confirmation for units purchased in managed funds Copies of contract notes and settlement statements for any shares purchased Copies of distribution statement from trust Copies of maturity notices for term deposits Copies of sell notes and settlement statements for shares sold (include original contract notes if possible) Copies of sell notes for units in managed funds sold (include original purchase notes if possible) Details of any investments acquired from members or their associates during the income year Details of any other investment assets purchased and sold Details of investment in related parties, including any outstanding distributions to be received Managed funds distribution statements, annual tax statements and capital gains statements Dividend statements Statements of returns of capital (from shares)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Contributions Received Records of all employer contributions (including salary sacrifice contributions) Records of any undeducted personal contributions	<input type="checkbox"/> <input type="checkbox"/>	<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"/>
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 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"/>
Common deductions		
Death or disability premiums	<input type="checkbox"/>	<input type="checkbox"/>
Actuarial costs, accountancy fees, audit fees	<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"/>
Other Information		
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 2012	<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"/>