# 2013 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 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 | ☐ | ☐ |