

## 2021 Superannuation Fund Tax Return Checklist

Name of Super fund: \_\_\_\_\_

Information	Information Provided	Not Applicable
<b>Bank Statements</b>		
Bank statements for the period 1 July 2020 to 30 June 2021	<input type="checkbox"/>	<input type="checkbox"/>
Bank loan statements for the period 1 July 2020 to 30 June 2021	<input type="checkbox"/>	<input type="checkbox"/>
Details of all deposits and withdrawals – if not obvious	<input type="checkbox"/>	<input type="checkbox"/>
<b>Investments</b>		
Details of rent, leasing or hiring income (including annual agent statement)		
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 in-specie contributions	<input type="checkbox"/>	<input type="checkbox"/>
Copies of confirmation of purchase in forestry managed investment schemes	<input type="checkbox"/>	<input type="checkbox"/>
Copies of confirmation of 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 annual 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"/>
Income received through trusts other than managed investment funds		
Dividend statements	<input type="checkbox"/>	<input type="checkbox"/>
Statements of returns of capital (from shares)	<input type="checkbox"/>	<input type="checkbox"/>

Information	Information Provided	Not Applicable
<p><b>Contributions Received</b></p> <p>Records of all employer contributions (including salary sacrifice contributions)</p> <p>Records of any undeducted personal contributions</p> <p>Records of any contributions where no TFN was quoted</p> <p>Written notices from members stating intention to claim deductions for their personal contributions</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>Acknowledgement notices by trustee to members confirming receipt of notices for personal contributions</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p><b>Rollovers</b></p> <p>Details of rollovers into the fund (including copy of rollover ETP rollover statement)</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p><b>Insurance Policies</b></p> <p>Copies of annual life insurance statements provided for members</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p><b>Benefits Paid</b></p> <p>Copies of any lump sum benefits paid to members</p> <p>Details of pensions paid to members, including copies of PAYG summaries, if applicable</p> <p>Details of early release of benefits (eg because of the COVID-19 pandemic)</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p><b>Other Information</b></p> <p>Copies of minutes of meetings</p> <p>Copies of trustee declarations for any new trustees, or directors of corporate trustees</p> <p>Copy of investment strategy</p> <p>If you have any doubt about any income or expenses you've received or incurred, please provide documents and we can advise tax implications</p> <p>Any other information that you think is relevant</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>