

Tax Return Checklist 2011

Superannuation Fund



The Peak Partnership
CHARTERED ACCOUNTANTS

Ph: +61 7 3360 9888 www.peakpartnership.com.au

CLIENT NAME	PHONE
ADDRESS	FAX
	MOBILE
EMAIL	

INFORMATION PROVIDED NOT APPLICABLE

BANK STATEMENTS

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 books butts and deposit books	<input type="checkbox"/>	<input type="checkbox"/>

INVESTMENTS

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"/>
Buy/sell documents for personal use assets that you sold for a profit and cost you \$10,000 or more (eg. boats, clothing, white goods, furniture, sporting equipment, cameras)	<input type="checkbox"/>	<input type="checkbox"/>
Buy/sell documents for collectables that you sold and cost you \$500 or more (eg. artwork, jewellery, antiques, coins, stamps)	<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"/>

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CONTRIBUTIONS RECEIVED

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"/>
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"/>
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"/>

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 Business Activity Statements lodged for the 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 income received or expenses incurred, bring the documents with you	<input type="checkbox"/>	<input type="checkbox"/>
Any other information that you think is relevant	<input type="checkbox"/>	<input type="checkbox"/>