

2020 Superannuation Fund Tax Return Checklist

Name of taxpayer: _____

Address: _____

Preferred contact no.: _____

| Information | Information provided | Not applicable |
|---|---|---|
| <p>Bank statements</p> <p>Bank statements for the period 1 July 2019 to 30 June 2020</p> <p>Details of all deposits and withdrawals</p> <p>Cheque book butts and deposit books</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>Investments</p> <p>Details of rent, leasing or hiring income</p> <p>Maturity notices for term deposits</p> <p>Distribution statements from trusts</p> <p>Dividend statements</p> <p>Statements of returns of capital (from shares)</p> <p>Contract notes and settlement statements for any shares purchased</p> <p>Sell notes and settlement statements for shares sold (and original contract notes if possible)</p> <p>Confirmation for units purchased in managed funds</p> <p>Sell notes for units in managed funds sold (and original purchase notes if possible)</p> <p>Managed funds distribution statements, annual tax statements and capital gains statements</p> <p>Income received through trusts other than managed investment funds</p> <p>Off-market transfer forms for any in-specie contributions</p> <p>Details of any investments acquired from members or their associates during the income year</p> <p>Details of any investments in related parties, including any outstanding distributions to be received</p> <p>Details of any other investment assets purchased and sold</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><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><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><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>Contributions received</p> <p>Records of all employer contributions (including salary-sacrifice contributions)</p> <p>Records of any after-tax contributions (eg personal contributions)</p> <p>Records of any contributions where no TFN was quoted</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> |

| Information | Information provided | Not applicable |
|---|--------------------------|--------------------------|
| 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 | | |
| Details of any lump sum benefits paid to members | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of any pensions paid to members, including copies of PAYG summaries if applicable | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of early release of benefits (eg because of the COVID-19 pandemic) | <input type="checkbox"/> | <input type="checkbox"/> |
| Common deductions | | |
| Death or disability premiums | <input type="checkbox"/> | <input type="checkbox"/> |
| Actuarial costs, accountancy fees and 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"/> |
| Details of limited resource borrowing arrangements | <input type="checkbox"/> | <input type="checkbox"/> |
| Auditor's report for the previous financial year | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of Business Activity Statements and/or Instalment 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 2020 | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of any schemes involving non-arm's length expenditure | <input type="checkbox"/> | <input type="checkbox"/> |
| Other receipts or outgoings received or incurred, including where uncertain if assessable/deductible | <input type="checkbox"/> | <input type="checkbox"/> |
| Any other information that you think is relevant | <input type="checkbox"/> | <input type="checkbox"/> |