

**DIRECTOR**

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## 2025 Superannuation Fund Tax Return Checklist

Name of taxpayer: \_\_\_\_\_

Preferred contact no \_\_\_\_\_ Email: \_\_\_\_\_

Information	Information Provided	Not Applicable
<p><b>Note:</b> We still require copies of bank statements, even though we have access to bank data</p> <p><b>Bank Statements</b></p> <p>Bank statements for the period 1 July 2024 to 30 June 2025</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><b>Investments</b></p> <p>Details of rent, leasing or hiring income, rent expenses &amp; invoices, agent statements, Leases</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 or sold</p> <p>Confirmation of units purchased and sold in managed funds</p> <p>Managed funds distribution statements, annual tax statements and capital gains statements</p> <p>Details of any other investment assets purchased and sold</p> <p>Any other documents relating to an investment held within the Fund which has not been covered above.</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p><b>Market Valuation for real estate properties – It is a requirement that assets are measured at market value. ATO now require real estate be valued every year.</b></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p><b>Contributions Received</b></p> <p>Records of all employer contributions (including salary-sacrifice contributions)</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>

Information	Information Provided	Not Applicable
<p>Records of any after-tax contributions (e.g. personal contributions)</p> <p><b>Note:</b> If you are claiming your contributions as a deduction, we will require your individual tax return information.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Roll-overs</b></p> <p>Copies of any Roll-over Statements</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Insurance Policies</b></p> <p>Copies of premiums paid for life insurance policies provided for members and value of insured benefits.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Benefits Paid</b></p> <p>Details of any lump sum benefits paid to members</p> <p>Details of any pensions paid to members, including copies of PAYG summaries if applicable</p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<p><b>Common Deductions</b></p> <p>Investment expenses, including nature of the expenses</p> <p>Management and administrative expenses, including nature of the expenses</p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<p><b>Borrowings</b></p> <p>Copy of the loan agreement, if not already supplied.</p> <p>Repayment schedule, including details of the interest rate, terms of repayment and duration of the loan.</p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>