

2012 Superannuation Fund Tax Return Checklist

Name of Superannuation Fund: _____

Address: _____

Preferred Contact Person: _____

Preferred Contact No: _____

Information	Information Provided	Not Applicable
Bank Statements		
Bank statements for the period 1 July 2011 to 30 September 2012	<input type="checkbox"/>	<input type="checkbox"/>
Details of all deposits and withdrawals	<input type="checkbox"/>	<input type="checkbox"/>
Cheque book butts and deposit books	<input type="checkbox"/>	<input type="checkbox"/>
Investments		
Copies of any off-market transfer forms for in-specie contributions	<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 distribution statements from trusts	<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 purchase 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 asset purchased and/or 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 return of capital (from shares)	<input type="checkbox"/>	<input type="checkbox"/>

Rental property income and expenses. Please complete the Rental Property Questionnaire and Worksheet available from our office or website	<input type="checkbox"/>	<input type="checkbox"/>
Copy of any valuations obtained on rental properties	<input type="checkbox"/>	<input type="checkbox"/>
Any other income	<input type="checkbox"/>	<input type="checkbox"/>
Summary or listing of shares/units showing number of shares/units held and value @ 30/6/12 (either from broker, Computershare/Link Market Services etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Contributions Received		
Records of all employer contributions (including salary sacrifice contributions)	<input type="checkbox"/>	<input type="checkbox"/>
Records of all Member 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 amounts transferred from other funds	<input type="checkbox"/>	<input type="checkbox"/>
Signed Rollover forms (for both transfers in and transfers out)	<input type="checkbox"/>	<input type="checkbox"/>
Insurance Policies		
Copies of annual life insurance statements 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 pensions paid to members, including copies of PAYG summaries, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
Other Information		
Auditor's report for the previous financial year and record of audit fees (if other than Thomas GLC used)	<input type="checkbox"/>	<input type="checkbox"/>
Ensure you have provided us with a copy of the Superannuation Trust Deed	<input type="checkbox"/>	<input type="checkbox"/>
Copies of Instalment Activity Statements and/or Business 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 up to date investment strategy	<input type="checkbox"/>	<input type="checkbox"/>
Record of all members as at 30 June 2012	<input type="checkbox"/>	<input type="checkbox"/>
If you have any doubt about any income or expenses you've received or incurred, bring the documents in with you	<input type="checkbox"/>	<input type="checkbox"/>
Any other information that you think is relevant	<input type="checkbox"/>	<input type="checkbox"/>