

2011 Superannuation Fund Tax Return Checklist

Name of taxpayer: _____
 Address: _____
 Email: _____
 Preferred Contact No: _____

Information	Information Provided	Not Applicable
Investment strategy		
Bank Statements Bank statements for the period 1 July 2010 to 30 June 2011 Details of all deposits and withdrawals Cheque books butts and deposit books		
Investments Copies of annual tax statements for investments in forestry managed schemes Copies of any off-market transfer forms for in-specie contributions Copies of confirmation of purchase in forestry managed investment schemes Copies of confirmation of units purchased in managed funds Copies of contract notes and settlement statements for any shares purchased Copies of distribution statement from trust Copies of maturity notices for term deposits Copies of sell notes and settlement statements for shares sold (include original contract notes if possible) Copies of sell notes for units in managed funds sold (include original purchase notes if possible) Details of any investments acquired from members or their associates during the income year Details of any other investment assets purchased and sold Details of investment in related parties, including any outstanding distributions to be received Managed funds distribution statements, annual tax statements and capital gains statements Dividend statements Statements of returns of capital (from shares)		



Contributions Received Records of all employer contributions (including salary sacrifice contributions) Records of any undeducted personal contributions		
Records of any contributions where no TFN was quoted Written notices from members stating intention to claim deductions for their personal contributions Acknowledgement notices by trustee to members confirming receipt of notices for personal contributions		
Rollovers Details of rollovers into the fund Details of rollovers out of the fund		
Insurance Policies Copies of annual life insurance statements provided for members Copies of death or disability policy provided for members		
Benefits Paid Copies of any lump sum benefits paid to members Details of pensions paid to members, including copies of PAYG summaries, if applicable		
Common Deductions Death or disability premiums Approved auditor's fees paid Investment expenses, including nature of the expenses Management and administrative expenses, including nature of the expenses		
Other Information Details of any derivatives and instalment warrants entered into Auditor's report for the previous financial year and record of audit fees (if not previously completed by us) Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year Copies of minutes of meetings Copies of trustee declarations for any new trustees, or directors of corporate trustees Record of all members as at 30 June 2011 If you have any doubt about any income or expenses you've received or incurred, bring the documents in with you Any other information that you think is relevant		