SUPERANNUATION FUND CHECKLIST

To assist us in completing your Superfund Tax Return, please complete the following checklist and return to us together with the relevant items.

BANK ACCOUNTS:

- ☐ Statements for the full financial year; 1 July to 30 June.

TERM DEPOSITS:

- ☐ All renewal certificates;
- ☐ All interest statements.

SHARES:

- ☐ All dividend statements (usually 2 per year per shareholding) including those for reinvested dividends as these will not show up on your bank statements;
- ☐ Buy contracts for all share purchases made during the year;
- ☐ Sell contracts for all share disposals made during the year;
- ☐ Any documentation received during the year that relates to takeovers, restructures, bonus shares, consolidations etc. Usually these documents advise you to retain them for taxation purposes.

UNIT TRUSTS AND MANAGED FUNDS:

- ☐ All distribution statements, these are usually received quarterly;
- ☐ End of year tax summary;
- ☐ End of year unit holding statement.

WRAP ACCOUNTS:

- ☐ All documentation as received from Wrap provider that relates to investment acquisitions, disposals and income;
- ☐ End of year tax summary.

UNLISTED COMPANIES AND TRUSTS:

- ☐ Documentation providing market valuation for June 30th;
- ☐ Confirmation of number of shares/units held at June 30th;
- ☐ Income/tax summary for year.

RENTAL PROPERTY:

- ☐ All agent statements (usually 12) for the year plus the annual summary, if using an agent to manage property;
- ☐ Otherwise, all invoices, rent receipts for the year ending June 30th;
- ☐ Lease/Rental contract;

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- ☐ Property valuation (this can be performed by a real estate agent for the period, 1 July 2017 to 30 June 2018).
- ☐ Loan statements.

CONTRIBUTIONS:

- ☐ Name of member the contribution is for;
- ☐ Type of contribution (member, employer, salary sacrifice, self-employed);
- ☐ If contributions coming from employer, copies of super payments made during the year ending June 30th**.

** If this is not possible, please provide payroll section's address so the auditor may contact them for confirmation [where required].

ROLLOVERS:

- ☐ Copy of the ETP (eligible termination payment) statement that details the rolled over payment made.

GENERAL EXPENSES:

- ☐ Copies of invoices paid from fund during the year;

LIFE INSURANCE:

- ☐ Copy of current policy, showing the name of the policy holder (should always be the superannuation fund), the name of the member/s covered, the amount of insurance and the total premium paid for the year.

PLEASE NOTE:

1) If you have transactions in your fund that do not fall into the above categories, please ensure that you provide us with full details so that they can be correctly classified.

2) We will check your information when it comes in to ensure everything is available for us to complete the accounts and tax return. We will contact you if anything is missing and the work can commence as soon as all the information is received.

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SIGNATURE **DATE**

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NAME (Print)