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2012 Superannuation Tax Return Checklist

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2012 Superannuation Fund Tax Return Checklist

Name of taxpayer: ______________________

Address: ______________________

Preferred Contact No: ______________________

Information	Information Provided	Not Applicable
Bank Statements		
Bank statements for the period 1 July 2011 to 30 June 2012		
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 for purchase in forestry managed investment schemes		
Copies of confirmation for 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		

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Information	Information Provided	Not Applicable
Acknowledgement notices by trustee to members confirming receipt of notices for personal contributions		
Rollovers		
Details of inward rollovers		
Details of outward rollovers		
Insurance Policies		
Copies of annual life insurance policy 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		
Actuarial costs, accountancy fees, audit fees		
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		
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		
Copy of investment strategy		
Record of all members as at 30 June 2012		
If you have any doubt about any income or expenses you have received or incurred, bring the documents in with you		
Any other information that you think is relevant		