Self Managed Superannuation Fund

Income Tax Return

Checklist

Name: ______________________________ **Date:** ______________

The following checklist has been created to assist our clients with preparing for the end of year taxation requirements. The checklist outlines the key documents and information that we require to effectively prepare your financial statements and income tax return whilst ensuring the fund complies for the audit.

Yes	No	NEW CLIENTS
		If we are preparing your taxation requirements for the first time please provide the following items: • A copy of your last financial statements, income tax return and depreciation schedule • Superannuation Fund Trust Deed • Investment Strategy • Purchase details of all fund investments and assets (including property) • Documentation for any members receiving a pension from the fund • A copy of the last audit report • Any correspondence received from the Australian Taxation Office

Yes	No	BANK ACCOUNTS
		• Bank term deposit certificates and interest payment statements • All bank statements from 1st July to 30th June (include csv file) • Details of all deposits and withdrawals as per one of the following options: - Write the information on the bank statements next to the transaction (if not already detailed by the banks description) - List transactions on a sheet of paper including: Date, Amount and Description

Yes	No	EXPENSES
		• Advise us if any expenses were paid by the trustees / members on behalf of the fund if the expense was not paid directly from the fund's bank account. • Provide invoices for any expenses incurred by the fund from 1st July to 30th June. • Provide documentation of your life insurance premium(s) including any invoices.

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Yes	No	INVESTMENTS
		• Buy / Sell contracts for shares and unit trusts • Share dividend statements and holding statements • Managed Fund transaction statements and annual taxation statements • Unit Trust distribution statements, holding statements and annual taxation statements • Any documentation relating to capital transactions for shares and unit trusts e.g. compulsory acquisitions, demergers, liquidations, rights issues and share buy-backs. • Property Acquisition 1. Contract for Sale 2. Settlement Statement 3. Loan Statements for the period 1st July to 30th June 4. Annual real estate summary 5. Lease agreement 6. 1st Council Rate notice 7. Insurance policy 8. Market valuation (required every 2nd year)

Yes	No	CONTRIBUTIONS
		• Provide documentation for any contributions into the Fund including the following: - If ATO co-contributions have been paid into the Fund, advise which member they are for: -- - If personal contributions have been paid into the Fund, advise which member they are for: -- - If employer contributions have been paid into the Fund, advise which member they are for:

Yes	No	GENERAL
		• Rollover Benefit Statements for any rollovers into or out of the fund for members.

COMMENTS / QUERIES!

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