

# 2021 Superannuation Fund Tax Return Checklist

Name of taxpayer: \_\_\_\_\_

Address: \_\_\_\_\_

Preferred contact no.: \_\_\_\_\_

Information	Information provided	Not applicable
<b>Bank statements</b> Bank statements for the period 1 July 2020 to 30 June 2021 Details of all deposits and withdrawals Cheque book butts and deposit books	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Investments</b> Details of rent, leasing or hiring income Maturity notices for term deposits Distribution statements from trusts Dividend statements Statements of returns of capital (from shares) Contract notes and settlement statements for any shares purchased Sell notes and settlement statements for shares sold (and original contract notes if possible) Confirmation for units purchased in managed funds Sell notes for units in managed funds sold (and original purchase notes if possible) Managed funds distribution statements, annual tax statements and capital gains statements Income received through trusts other than managed investment funds Off-market transfer forms for any in-specie contributions Details of any investments acquired from members or their associates during the income year Details of any investments in related parties, including any outstanding distributions to be received Details of any other investment assets purchased and sold	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Contributions received</b> Records of all employer contributions (including salary-sacrifice contributions) Records of any after-tax contributions (eg personal contributions) Records of any contributions where no TFN was quoted	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Information	Information provided	Not applicable
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"/>
<b>Rollovers</b>		
Details of inward rollovers	<input type="checkbox"/>	<input type="checkbox"/>
Details of outward rollovers	<input type="checkbox"/>	<input type="checkbox"/>
<b>Insurance policies</b>		
Copies of annual life insurance policy provided for members	<input type="checkbox"/>	<input type="checkbox"/>
Copies of death or disability policy provided for members	<input type="checkbox"/>	<input type="checkbox"/>
<b>Benefits paid</b>		
Details of any lump sum benefits paid to members	<input type="checkbox"/>	<input type="checkbox"/>
Details of any pensions paid to members, including copies of PAYG summaries if applicable	<input type="checkbox"/>	<input type="checkbox"/>
Details of early release of benefits (eg because of the COVID-19 pandemic)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Common deductions</b>		
Death or disability premiums	<input type="checkbox"/>	<input type="checkbox"/>
Actuarial costs, accountancy fees and audit fees	<input type="checkbox"/>	<input type="checkbox"/>
Investment expenses, including nature of the expenses	<input type="checkbox"/>	<input type="checkbox"/>
Management and administrative expenses, including nature of the expenses	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other information</b>		
Details of any derivatives and instalment warrants entered into	<input type="checkbox"/>	<input type="checkbox"/>
Details of limited resource borrowing arrangements	<input type="checkbox"/>	<input type="checkbox"/>
Auditor's report for the previous financial year	<input type="checkbox"/>	<input type="checkbox"/>
Copies of Business Activity Statements and/or Instalment 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 investment strategy	<input type="checkbox"/>	<input type="checkbox"/>
Record of all members as at 30 June 2021	<input type="checkbox"/>	<input type="checkbox"/>
Details of any schemes involving non-arm's length expenditure	<input type="checkbox"/>	<input type="checkbox"/>
Other receipts or outgoings received or incurred, including where uncertain if assessable/deductible	<input type="checkbox"/>	<input type="checkbox"/>
Any other information that you think is relevant	<input type="checkbox"/>	<input type="checkbox"/>