

INFORMATION FOR TAX RETURN CHECKLIST – SELF MANAGED SUPERANNUATION FUND

For year ended 30th June 2015

NAME OF CLIENT: _____ PHONE: _____
EMAIL ADDRESS: _____
PREFERRED METHOD
OF CONTACT: _____

INCOME & EXPENSES:

1. *Income*

- If you prepare and lodge your own quarterly IAS returns, please provide a copy each of the IAS returns;
- Please forward the following documents to us, if applicable:
 - a. cashbooks;
 - b. bank statements;
 - c. cheque butts;
 - d. deposit slips;
 - e. expenses summaries/invoices;
 - f. summary of employers' contributions for members / member contributions made;

2. *Distributions from trusts/partnership*

Do you receive distributions from a trust or partnership? Yes No

- If you received distributions from public unit trust, please provide a copy of the annual distribution summary (commonly called Annual Tax Summary), as well as copies of the monthly/quarterly/yearly distribution payments made.
- If you received distributions from a private trust or partnership, please provide a copy of the tax return or distribution statement.
- If you have invested in units in a private unit trust, please provide the market value of the units as at 30 June 2015.

3. *Rent*

Did you receive rental income? Yes No

If yes, please provide:

- a. copies of the monthly rental statements or a copy of the annual rental summary, if available;
- b. settlement sheets and purchase documents if you acquired property after 1st July 2014;

Due to changes in legislation and requirements by the auditors, the property will need to be re-valued to market value every year from 2013. This can be done by anyone as long as it is based on objective and supportable data. A valuation by a property valuation service, including online, or a real estate agent would be acceptable to the ATO.

3. Interest (money received on your bank accounts). Ensure that you attach bank statements.

4. Dividends

Please provide copies of all dividend statements. Please note that if you are participating in dividend reinvestment plans, any dividends to which you are entitled are used to buy additional shares and are still considered taxable income to be declared in your return.

5. Capital Gain: Did you sell any assets such as shares or property?

Applicable Yes No

If yes, please provide documentation on sale/funds received etc.

6. Any other income: (Any income you received in the financial year which doesn't fit into any of the above categories please provide details.)

7. Expenses

Please provide a list of expenses paid by the Fund.

8. Investments

Please provide copies of existence, ownership, and acquisition of assets. For existing assets – dividend slips for the new year will suffice. For new asset – copies of buy contracts are required. If you are provided a service through a portfolio manger, please provide their summary as at the end of the financial year.

9. Other: Any other details of information which you are unsure of category and would like us to be aware of:

Please note that you may be required to forward some or all the above documents to us for preparing your financial statements and tax return. The above list, while being quite comprehensive, is not meant to be exhaustive. If you are not certain whether additional information/documents are required or some of the documents are missing, please feel free to give us a call.