

SUPERANNUATION FUND CHECKLIST

Fund name			
Postal address			
Mobile number		Email address	

BANK ACCOUNTS – Please provide copies of the following, if applicable:

	PROVIDED	N/A
<input type="checkbox"/> Bank statements for the financial year, covering the period 1 st July to 30 June.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> A summary of deposits and withdrawals; either written on the bank statements next to transactions or attach a transaction list.	<input type="checkbox"/>	<input type="checkbox"/>

INVESTMENTS – Please provide copies of the following, if applicable:

<input type="checkbox"/> Share dividend statements and holding statements.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Buy/sell contracts for shares and unit trusts.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Any documentation regarding capital transactions for investments <i>e.g. demergers, rights issues, acquisitions, share buy-backs and liquidations</i>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Term deposit certificates and interest payment statements.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Managed Fund transaction statements and annual tax summary.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Unit Trust distribution statements, holding statements and annual tax summary.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> If distributions were received from a private trust or partnership, please provide distribution statements, tax return and financial statements	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Documentation for any other investments or assets <i>e.g. any other investment income received</i>	<input type="checkbox"/>	<input type="checkbox"/>

RENTAL PROPERTY – Please provide copies of the following, if applicable:

Please Note: Legislation requires properties to be reported at market value every year. A valuation can be carried out 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.

<input type="checkbox"/> Monthly rental statements or annual rental summary, if available.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> A summary of all rental expenses. <i>e.g. rates, water, insurance, interest paid on loans</i>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> If you sold or purchased a property during the year, please provide copies of the contract, settlement statements and any other associated costs.	<input type="checkbox"/>	<input type="checkbox"/>

EXPENSES – Please provide copies of the following, if applicable:

	PROVIDED	N/A
<input type="checkbox"/> Invoices or a summary for all expenses incurred by the Fund for the period 1 July to 30 June.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> A summary of any expenses paid by the trustees/members on behalf of the Fund <i>e.g. expenses not paid from the Fund's bank account</i>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Life insurance premium letters/invoices	<input type="checkbox"/>	<input type="checkbox"/>

Do you have any other details of information which you are unsure of and would like us to be aware of?