

Income Tax Return Information Checklist for Superannuation Fund for the Year Ended 30th June 2016

IMPORTANT NOTE – WORKFLOW MANAGEMENT

As your 2016 Tax Return is due for lodgement by the 15th May 2017 (or as otherwise notified) please advise:

- a. If your Return is required urgently (the normal turnaround time is six to eight weeks)

Yes

No (refer to b)

- b. If your Return is not required urgently, indicate a turnaround period that would be suitable

9-15 weeks

16-24 weeks

Anytime before Due Date

We shall endeavour to ensure that the Tax Return for the Superannuation Fund is lodged with the ATO by the due date, provided ALL relevant information and documentation is received by 9th January 2017. This will allow us sufficient time for preparing and lodging the Tax Return. If the relevant information and documentation is not received by the due date, we may not be able to guarantee that the Tax Return is lodged in time.

NAME OF CLIENT: _____ **NAME OF TRUSTEE:** _____

EMAIL ADDRESS: _____

SUPERFUND BANK ACCOUNT DETAILS FOR REFUNDS: _____

	Information	Information Provided
A	Bank Statements	
	Bank statements for the period 1 July 2015 to 30 June 2016	<input type="checkbox"/>
	Details of all deposits and withdrawals	<input type="checkbox"/>
	Cheque book butts and deposit books	<input type="checkbox"/>
B	Investments	
	Details of rent, leasing or hiring income	<input type="checkbox"/>
	Maturity notices for term deposits	<input type="checkbox"/>
	Distribution statements from trusts	<input type="checkbox"/>
	Dividend statements	<input type="checkbox"/>
	Statements of returns of capital (from shares)	<input type="checkbox"/>
	Contract notes and settlement statements for any shares purchased	<input type="checkbox"/>
	Sell notes and settlement statements for shares sold (and original contract notes if possible)	<input type="checkbox"/>

	Information	Information Provided
	Confirmation of units purchased in managed funds	<input type="checkbox"/>
	Sell notes for units in managed funds sold (and original purchase notes if possible)	<input type="checkbox"/>
	Managed funds distribution statements, annual tax statements and capital gains statements	<input type="checkbox"/>
	Off-market transfer forms for any in specie contributions	<input type="checkbox"/>
	Confirmation of purchase in forestry managed investment schemes	<input type="checkbox"/>
	Annual tax statements for investments in forestry managed investment schemes	<input type="checkbox"/>
	Details of any investments acquired from members or their associates during the income year	<input type="checkbox"/>
	Details of any investments in related parties, including any outstanding distributions to be received	<input type="checkbox"/>
	Details of any other investment assets purchased and sold	<input type="checkbox"/>
C	Contributions Received	
	Records of all employer contributions (including salary-sacrifice contributions)	<input type="checkbox"/>
	Records of any after-tax contributions (eg personal contributions)	<input type="checkbox"/>
	Records of any contributions where no TFN was quoted	<input type="checkbox"/>
	Written notices from members stating intention to claim deductions for their personal contributions	<input type="checkbox"/>
	Acknowledgement notices by trustee to members confirming receipt of notices for personal contributions	<input type="checkbox"/>
D	Roll-overs	
	Details of inward roll-overs	<input type="checkbox"/>
	Details of outward roll-overs	<input type="checkbox"/>
E	Insurance Policies	
	Copies of annual life insurance policy provided for members	<input type="checkbox"/>
	Copies of death or disability policy provided for members	<input type="checkbox"/>
F	Benefits Paid	
	Details of any lump sum benefits paid to members	<input type="checkbox"/>
	Details of any pensions paid to members, including copies of PAYG summaries if applicable	<input type="checkbox"/>
G	Common Deductions	
	Death or disability premiums	<input type="checkbox"/>
	Actuarial costs, accountancy fees and audit fees	<input type="checkbox"/>
	Investment expenses, including nature of the expenses	<input type="checkbox"/>
	Management and administrative expenses, including nature of the expenses	<input type="checkbox"/>

	Information	Information Provided
H	Other Information	
	Details of any derivatives and instalment warrants entered into	<input type="checkbox"/>
	Auditor's report for the previous financial year	<input type="checkbox"/>
	Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year	<input type="checkbox"/>
	Copies of minutes of meetings	<input type="checkbox"/>
	Copies of trustee declarations for any new trustees or directors of corporate trustees	<input type="checkbox"/>
	Copy of investment strategy	<input type="checkbox"/>
	Record of all members as at 30 June 2016	<input type="checkbox"/>
	Details of any mergers with other superannuation funds	<input type="checkbox"/>
	If you have any doubts about any income or expenses you have received or incurred, bring the documents in with you	<input type="checkbox"/>
	Any other information that you think is relevant	<input type="checkbox"/>

Please note that you are required to forward all the above documents to us for preparing your financial statements and Tax Return. The above list of documents, 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.

Authorisation:

I/We have completed the checklist in full and have provided all required information.

To: Joe Pien Chartered Accountants

I/We hereby authorise you to prepare the Superannuation Fund's Income Tax Return for the year ended 30th June 2016. I/We undertake to supply all information necessary to carry out such services, and understand that we are responsible for the accuracy and completeness of such information. You are hereby authorised to communicate with our banks, finance companies, the Australian Taxation Office, and other third parties to obtain such information as you require in order to carry out the above assignment.

Signature **Date**