

## TAX CHECKLIST - SUPERFUND

Client Name: \_\_\_\_\_

Contact Details: \_\_\_\_\_

**Please compile the following information where applicable for the year ended 30 June 2024 and forward to us in soft copy where possible. For data security reasons, we prefer you provide us your information via Onedrive/Collaborate link, please feel free to contact your Client Manager/Partner or Client Assistant. If you have any queries regarding the information required, please contact.**

**Note that our data security protocols mean that we no longer accept your data on USB storage device.**

**NB: This checklist covers the basic records required to complete tax returns and other statutory reports. You will be contacted for any further information that may be required.**

<b>Bank Records</b>	<p>Copies of bank transactions in CSV format and all bank statements for 1 July 2023 to 30 June 2024 detailing transactions on the statements or cheque and deposit books.</p> <p>Copies of receipts and invoices for payments made and deposits into the bank account including any dividend notifications.</p>
<b>Broker Statements</b>	<p>Statements for the period 1 July 2023 to 30 June 2024 for accounts held with your share broker.</p>
<b>Transactions relating to Share Portfolios and Managed Fund Investments</b>	<p>Where the superannuation fund holds investments shares and trusts etc, copies of the original buy/sell contracts, copies of the Trust Distribution notices and statements and the Annual Tax Statement which is issued by the trust/ managed fund for the year ended 30 June 2024.</p> <p>If you use a wrap platform, please provide summary reports including:</p>

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	<ul style="list-style-type: none"> <li>• Annual Tax Statements</li> <li>• Taxable Income Report</li> <li>• Capital Gains Report</li> <li>• Portfolio Valuation as at 30 June 2024</li> <li>• Cash and Investment transaction records for the period 1 July 2023 to 30 June 2024 including Sub-accounts.</li> </ul> <p>Or – details of your Financial Adviser to obtain the relevant information via email authority for us to make the request.</p> <p>Where possible, transaction in CSV format for reports for the period 1 July 2023 to 30 June 2024.</p>
<p><b>Employer/ Employee Contributions</b></p>	<ul style="list-style-type: none"> <li>• Details of contributions paid into the fund during the year (i.e. amount and date contributed; name of member to whom the contribution relates)</li> <li>• Details of any expenses paid personally by members of the fund (i.e. accounting fees and life insurance)</li> <li>• Statement of Termination Payment for any Transitional Employment Termination Payments rolled into the Fund, if applicable</li> <li>• Non Cash Rollover Benefit Statements for any funds rolled into/out of the Fund, if applicable.</li> </ul>
<p><b>Rental Properties</b></p>	<p>If the superannuation fund owns an investment property, please supply:</p> <ul style="list-style-type: none"> <li>• a copy of the consolidated statement of rental income and expenditure for the year (if managed by an agent)</li> <li>• listing of expenditure paid directly (i.e. not handled through agent)</li> <li>• Land tax assessment</li> <li>• Copy of building insurance policy</li> <li>• Copy of current lease agreement</li> <li>• Copies of any Limited Recourse Borrowing Arrangements and relevant loan statements, if any.</li> <li>• Valuation of the property as at 30 June 2024.</li> </ul>

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<b>Crypto Currency</b>	<p>Please provide the following:</p> <ul style="list-style-type: none"> <li>• Transaction details for the period 1 July 2023 to 30 June 2024 for any Crypto Currency transactions and CSV downloads for your Crypto wallets.</li> <li>• A valuation as at 30 June 2024 of your holdings.</li> </ul> <p>If you subscribe to software for Crypto Currency such as Koinly, please send us access to the software.</p>
<b>Unlisted Company or Unit trust investments</b>	<p>For any investments in private entities or unlisted entities, please provide the following:</p> <ul style="list-style-type: none"> <li>• Signed and audited/unaudited financial statements for the period ended 30 June 2024</li> <li>• Shareholding or unitholding certificates:</li> <li>• Confirmation of the market value per share/unit as at 30 June 2024 signed or provided by the relevant officeholder.</li> <li>• Copies of any income statements to confirm income and/or Dividend received during the year.</li> </ul>
<b>Life Insurance</b>	<p>Renewal and Annual Schedule for Life Insurances and other premiums paid during the year.</p>
<b>Super Balances</b>	<p>For individual members who are not income tax clients of Enspira, details of your transfer balance cap, if applicable, from your myGov account.</p>
<b>ATO Correspondence</b>	<p>Copies of ATO correspondence sent to members with respect to transactions in the superfund during the financial year, if Enspira is not a tax agent for that member.</p>
<b>Investment Strategies</b>	<p>Copies of the most recent investment strategies prepared during the period 1 July 2023 to 30 June 2024.</p>
<b>Superannuation Deed and Amendments</b>	<p>The Superannuation Deed and amendments to the Deed (if not already held by our office).</p>
<b>Other Retail Fund</b>	<p>Do you have another super fund account with a retail fund? Please provide the current balance?</p>

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