TAX CHECKLIST - SUPERFUND

Client Name: ________________________________

Contact Details: _________________________________

Please compile the following information where applicable for the year ended 30 June 2017 and forward to us in soft copy where possible. For access to our client portal, please feel free to contact your Client Manager/Partner or Client Assistant. If you have any queries regarding the information required, please contact.

Please upload your completed checklist and attachments to our client portal or via email, where possible.

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.

Bank Records	Copies of all bank statements for 1 July 2016 to 30 June 2017 detailing transactions on the statements or cheque and deposit books. Copies of receipts and invoices for payments made and deposits into the bank account including any dividend notifications.
Broker Statements	Statements for the period 1 July 2016 to 30 June 2017 for accounts held with your share broker.
Transactions relating to Share Portfolios and Managed Fund Investments	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 2017. If you use a wrap platform, please provide summary reports including:

	• Annual Tax Statements • Taxable Income Report • Capital Gains Report • Portfolio Valuation as at 30 June 2017 • Cash and Investment transaction records for the period 1 July 2016 to 30 June 2017. Or – details of your Financial Adviser to obtain the relevant information.
Employer/ Employee Contributions	• Details of contributions paid into the fund during the year (i.e. amount and date contributed; name of member to whom the contribution relates) • Details of any expenses paid personally by members of the fund (i.e. accounting fees and life insurance) • Statement of Termination Payment for any Transitional Employment Termination Payments rolled into the Fund, if applicable • Rollover Benefit Statements for any funds rolled into/out of the Fund, if applicable.
Rental Properties	If the superannuation fund owns an investment property, please supply: • a copy of the consolidated statement of rental income and expenditure for the year (if managed by an agent) • listing of expenditure paid directly (i.e. not handled through agent) • Land tax assessment • Copy of building insurance policy • Copy of current lease agreement • Copies of any Limited Recourse Borrowing Arrangements and relevant loan statements, if any.
Life Insurance	Renewal and Annual Schedule for Life Insurances Paid during the year.
Investment Strategies	Copies of all investment strategies prepared during the period 1 July 2016 to 30 June 2017.
Superannuation Deed and Amendments	The Superannuation Deed and amendments to the Deed (if not already held by our office).