TAX CHECKLIST - SUPERFUND

Client Name: ______________________________

Contact Details: ______________________________

Please compile the following information where applicable for the year ended 30 June 2022 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 bank transactions in CSV format and all bank statements for 1 July 2021 to 30 June 2022 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 2021 to 30 June 2022 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 2022. 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 2022 • Cash and Investment transaction records for the period 1 July 2021 to 30 June 2022. Or – details of your Financial Adviser to obtain the relevant information via email authority for us to make the request. Where possible, transaction in CSV format for reports for the period 1 July 2021 to 30 June 2022.
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. • Valuation of the property at 30 June 2022.
Life Insurance	Renewal and Annual Schedule for Life Insurances paid during the year.
Super Balances	For individual members who are not income tax clients of Enspira, details of your transfer balance cap, if applicable, from your myGov account.

ATO Correspondence	Copies of ATO correspondence send to members with respect to transactions in the superfund during the financial year, if Enspira is not a tax agent for that member.
Investment Strategies	Copies of all investment strategies prepared during the period 1 July 2021 to 30 June 2022.
Superannuation Deed and Amendments	The Superannuation Deed and amendments to the Deed (if not already held by our office).
Other Retail Fund	Do you have another super fund account with a retail fund? Please provide an up to data balance?