

## 2024 Superannuation Fund Tax Return Checklist

Name of taxpayer: \_\_\_\_\_

Address: \_\_\_\_\_

Preferred contact no.: \_\_\_\_\_

Information	Information provided	Not applicable
<b>Bank statements</b>		
Bank statements for the tax year	<input type="checkbox"/>	<input type="checkbox"/>
Details of all deposits and withdrawals	<input type="checkbox"/>	<input type="checkbox"/>
Cheque book butts and deposit books	<input type="checkbox"/>	<input type="checkbox"/>
<b>Investments</b>		
Details of rent, leasing or hiring income	<input type="checkbox"/>	<input type="checkbox"/>
Maturity notices for term deposits	<input type="checkbox"/>	<input type="checkbox"/>
Distribution statements from trusts	<input type="checkbox"/>	<input type="checkbox"/>
Dividend statements	<input type="checkbox"/>	<input type="checkbox"/>
Statements of returns of capital (from shares)	<input type="checkbox"/>	<input type="checkbox"/>
Contract notes and settlement statements for any shares purchased	<input type="checkbox"/>	<input type="checkbox"/>
Sell notes and settlement statements for shares sold (and original contract notes if possible)	<input type="checkbox"/>	<input type="checkbox"/>
Confirmation for units purchased in managed funds	<input type="checkbox"/>	<input type="checkbox"/>
Sell notes for units in managed funds sold (and original purchase notes if possible)	<input type="checkbox"/>	<input type="checkbox"/>
Managed funds distribution statements, annual tax statements and capital gains statements	<input type="checkbox"/>	<input type="checkbox"/>
Income received through trusts other than managed investment funds	<input type="checkbox"/>	<input type="checkbox"/>
Off-market transfer forms for any in-specie contributions	<input type="checkbox"/>	<input type="checkbox"/>
Details of any investments acquired from members or their associates during the income year	<input type="checkbox"/>	<input type="checkbox"/>
Details of any investments in related parties, including any outstanding distributions to be received	<input type="checkbox"/>	<input type="checkbox"/>
Details of artwork, collectables and personal use assets (storage, insurance, valuations)	<input type="checkbox"/>	<input type="checkbox"/>
Details of any other investment assets purchased and sold	<input type="checkbox"/>	<input type="checkbox"/>
Records of cryptocurrency wallet transactions (e.g. Bitcoin)	<input type="checkbox"/>	<input type="checkbox"/>

Information	Information provided	Not applicable
<b>Contributions received</b>		
Records of all employer contributions (including salary-sacrifice contributions)	<input type="checkbox"/>	<input type="checkbox"/>
Records of any after-tax contributions (e.g. personal contributions)	<input type="checkbox"/>	<input type="checkbox"/>
Records of any contributions where no TFN was quoted	<input type="checkbox"/>	<input type="checkbox"/>
Records of any contributions on behalf of spouse	<input type="checkbox"/>	<input type="checkbox"/>
Records of any spouse contributions splits	<input type="checkbox"/>	<input type="checkbox"/>
Details of any unused cap amounts for concessional contribution available to carry forward (total superannuation balance must be less than \$500,000 on 30 June)	<input type="checkbox"/>	<input type="checkbox"/>
Records of any downsizer contributions (up to \$300,000 per person aged 55 or over)	<input type="checkbox"/>	<input type="checkbox"/>
Records of any withdrawal of first home super saver (FHSS) scheme contributions (and associated earnings)	<input type="checkbox"/>	<input type="checkbox"/>
Records of any contributions from disposal of small business assets under capital gains tax small business 15-year exemption or retirement exemption	<input type="checkbox"/>	<input type="checkbox"/>
Details of deductions for personal contributions	<input type="checkbox"/>	<input type="checkbox"/>
Written notices from members stating intention to claim deductions for their personal contributions	<input type="checkbox"/>	<input type="checkbox"/>
Acknowledgement notices by trustee to members confirming receipt of notices for personal contributions	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rollovers</b>		
Details of inward rollovers	<input type="checkbox"/>	<input type="checkbox"/>
Details of outward rollovers	<input type="checkbox"/>	<input type="checkbox"/>
Details of family law superannuation splitting payments and court orders	<input type="checkbox"/>	<input type="checkbox"/>
<b>Insurance policies</b>		
Copies of annual life insurance policy provided for members	<input type="checkbox"/>	<input type="checkbox"/>
Copies of death or disability policy provided for members	<input type="checkbox"/>	<input type="checkbox"/>
<b>Benefits paid</b>		
Details of any lump sum benefits paid to members	<input type="checkbox"/>	<input type="checkbox"/>
Details of any pensions paid to members, including copies of income statements/PAYG summaries if applicable	<input type="checkbox"/>	<input type="checkbox"/>
Details of any early release of benefits	<input type="checkbox"/>	<input type="checkbox"/>
<b>Common deductions</b>		

Information	Information provided	Not applicable
Death or disability premiums	<input type="checkbox"/>	<input type="checkbox"/>
Actuarial costs, accountancy fees and audit fees	<input type="checkbox"/>	<input type="checkbox"/>
Investment expenses, including nature of the expenses	<input type="checkbox"/>	<input type="checkbox"/>
Management and administrative expenses, including nature of the expenses	<input type="checkbox"/>	<input type="checkbox"/>

Information	Information provided	Not applicable
<b>Other information</b>		
Details of any derivatives and instalment warrants entered into	<input type="checkbox"/>	<input type="checkbox"/>
Details of limited resource borrowing arrangements (LRBAs)	<input type="checkbox"/>	<input type="checkbox"/>
Auditor's report for the previous financial year	<input type="checkbox"/>	<input type="checkbox"/>
Copies of Business Activity Statements and/or Instalment Activity Statements lodged for the income year	<input type="checkbox"/>	<input type="checkbox"/>
Copies of minutes of meetings	<input type="checkbox"/>	<input type="checkbox"/>
Copies of trustee declarations for any new trustees, or directors of corporate trustees	<input type="checkbox"/>	<input type="checkbox"/>
Copy of investment strategy	<input type="checkbox"/>	<input type="checkbox"/>
Record of all members as at 30 June 2024	<input type="checkbox"/>	<input type="checkbox"/>
Has trustee/director become a disqualified person due to bankruptcy or conviction for dishonest conduct?	<input type="checkbox"/>	<input type="checkbox"/>
Details of any schemes involving non-arm's length income (NALI)	<input type="checkbox"/>	<input type="checkbox"/>
Details of any schemes involving non-arm's length expenditure (NALE)	<input type="checkbox"/>	<input type="checkbox"/>
Other receipts or outgoings received or incurred, including where uncertain if assessable/deductible	<input type="checkbox"/>	<input type="checkbox"/>