

Address: PO Box 578, Ceduna, South Australia 5690

Phone: (08) 8625 3941

Email: reception@gatewayadvisory.com.au www.gatewayadvisory.com.au

Website:

2018 Superannuation Fund Tax Return Checklist

Name of taxpayer:

Address:

Preferred Contact No: _____

Information Required	Information Provided	Not Applicable
Bank Statements		
Bank statements for the period 1 July 2015 to 30 June 2016		
Details of all deposits and withdrawals		
Cheque book butts and deposit books		
Investments		
Copies of any off-market transfer forms for in-specie contributions		
Copies of confirmation of units purchased in managed funds		
Copies of contract notes and settlement statements for any shares purchased		
Copies of distribution statement from trust		
Copies of maturity notices for term deposits		
Copies of sell notes and settlement statements for shares sold (include original contract notes if possible)		
Copies of sell notes for units in managed funds sold (include original purchase notes if possible)		
Details of any investments acquired from members or their associates during the income year		
Details of any other investment assets purchased and sold		
Details of investment in related parties, including any outstanding distributions to be received		
Managed funds distributions statements, annual tax statements and capital gains statements		
Dividend statements		
Statements of returns of capital (from shares)		
Rental property income and expenses		
Copy of loan statements 1 July 2015 to 30 June 2016		
Any other income		
Contributions Received		
Records of all employer contributions (including salary sacrifice contributions)		
Records of any undeducted personal contributions		
Records of any contributions where no TFN was quoted		
Written notices from members stating intention to claim deductions for their personal contributions		
Acknowledgement notices by trustee to members confirming receipt of notices for personal contributions		
Rollovers		
Details of rollovers into the fund incl Rollover Benefits Statements		
Insurance Policies		
Copies of annual life insurance statements provided for members		
Benefits Paid		
Copies of any lump sum benefits paid to members		

Details of pensions paid to members, including copies of PAYG summaries, if	
applicable	

Information Required	Information Provided	Not Applicable
Other Information		
Auditor's report for the previous financial year and record of audit fees		
Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year		
Copies of minutes of meetings		
Copies of trustee declarations for any new trustees, or directors of corporate trustees		
Copy of investment strategy		
Record of all members as at 30 June 2016		
Copy of recourse borrowing documents		
If you have any doubt about any income or expenses you've received or incurred, bring the documents in with you		
Any other information that you think is relevant		