

2022 SUPERANNUATION FUND TAX RETURN CHECKLIST



Name of taxpayer:

Address:

Preferred contact no.

Email:

PLEASE ADVISE ANY CHANGE OF NAME, ADDRESS OR CONTACT NUMBERS THAT HAVE OCCURRED DURING THE YEAR.

Information	Provided	N/A
Bank statements Bank statements for the period 1 July 2021 to 30 June 2022 Details of all deposits and withdrawals Cheque book butts and deposit books		
Investments Details of rent, leasing or hiring income Maturity notices for term deposits Distribution statements from trusts Dividend statements Statements of returns of capital (from shares) Contract notes and settlement statements for any shares purchased Sell notes and settlement statements for shares sold (and original contract notes if possible) Confirmation for units purchased in managed funds Sell notes for units in managed funds sold (and original purchase notes if possible) Managed funds distribution statements, annual tax statements and capital gains statements Income received through trusts other than managed investment funds Off-market transfer forms for any in-specie contributions Details of any investments acquired from members or their associates during the income year Details of any investments in related parties, including any outstanding distributions to be received Details of artwork, collectables and personal use assets (storage, insurance, valuations) Details of any other investment assets purchased and sold Records of cryptocurrency wallet transactions (eg Bitcoin)		

Information	Provided	N/A
<p>Contributions received</p> <p>Records of all employer contributions (including salary-sacrifice contributions)</p> <p>Records of any after-tax contributions (eg personal contributions)</p> <p>Records of any contributions where no TFN was quoted</p> <p>Records of any contributions on behalf of spouse</p> <p>Records of any spouse contributions splits</p> <p>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)</p> <p>Records of any downsizer contributions (up to \$300,000 per person aged 65 or over)</p> <p>Records of any withdrawal of first home super saver (FHSS) scheme contributions (and associated earnings)</p> <p>Records of any contributions from disposal of small business assets under capital gains tax small business 15-year exemption or retirement exemption</p>		
<p>Details of deductions for personal contributions</p> <p>Written notices from members stating intention to claim deductions for their personal contributions</p> <p>Acknowledgement notices by trustee to members confirming receipt of notices for personal contributions</p>		
<p>Rollovers</p> <p>Details of inward rollovers</p> <p>Details of outward rollovers</p> <p>Details of family law superannuation splitting payments and court orders</p>		
<p>Insurance policies</p> <p>Copies of annual life insurance policy provided for members</p> <p>Copies of death or disability policy provided for members</p>		
<p>Benefits paid</p> <p>Details of any lump sum benefits paid to members</p> <p>Details of any pensions paid to members, including copies of income statements/PAYG summaries if applicable</p> <p>Details of any early release of benefits</p>		
<p>Common deductions</p> <p>Death or disability premiums</p> <p>Actuarial costs, accountancy fees and audit fees</p> <p>Investment expenses, including nature of the expenses</p> <p>Management and administrative expenses, including nature of the expenses</p>		

Information	Provided	N/A
<p>Other information</p> <p>Details of any derivatives and instalment warrants entered into</p> <p>Details of limited resource borrowing arrangements (LRBAs)</p> <p>Auditor's report for the previous financial year</p> <p>Copies of Business Activity Statements and/or Instalment Activity Statements lodged for the income year</p> <p>Copies of minutes of meetings</p> <p>Copies of trustee declarations for any new trustees, or directors of corporate trustees</p> <p>Copy of investment strategy</p> <p>Record of all members as at 30 June 2022</p> <p>Has trustee/director become a disqualified person due to bankruptcy or conviction for dishonest conduct?</p> <p>Details of any schemes involving non-arm's length income (NALI)</p> <p>Details of any schemes involving non-arm's length expenditure (NALE)</p> <p>Other receipts or outgoings received or incurred, including where uncertain if assessable/deductible</p>		

IMPORTANT: THIS DOCUMENT FORMS PART OF OUR WORKING PAPERS. PLEASE COMPLETE AND RETURN

THE ATO REQUIRES ALL REFUNDS TO BE PAID DIRECTLY INTO A BANK ACCOUNT

PLEASE PROVIDE BANK ACCOUNT DETAILS FOR REFUNDS:

Name of Account:

BSB:

Account Number: