

# 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 (eg Bitcoin)	<input type="checkbox"/>	<input type="checkbox"/>

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<p><b>Contributions received</b></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 55 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>	<input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<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>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p><b>Rollovers</b></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>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p><b>Insurance policies</b></p> <p>Copies of annual life insurance policy provided for members</p> <p>Copies of death or disability policy provided for members</p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<p><b>Benefits paid</b></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>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p><b>Common deductions</b></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>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Information	Information provided	Not applicable
<p><b>Other information</b></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 2024</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>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>