



The Peak Partnership
BUSINESS ADVISERS

TAX RETURN CHECKLIST SUPERANNUATION FUNDS

Ph: +61 7 3360 9888 peakpartnership.com.au



CLIENT NAME

PHONE

ADDRESS

FAX

MOBILE

EMAIL

INFORMATION
PROVIDED

NOT
APPLICABLE

BANK STATEMENTS

Bank statements for the period 1 July 2020 to 30 June 2021

Details of all deposits and withdrawals

Cheque books butts and deposit books

INVESTMENTS

Details of rent, leasing or hiring income

Copies of any off-market transfer forms for any in-specie contributions

Copies of confirmation for units purchased in managed funds

Copies of contract notes and settlement statements for any shares purchased

Copies of distribution statement from trusts

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)

Managed funds distribution statements, annual tax statements and capital gains statements

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 distribution statements, annual tax statements and capital gains statements

Income received through trusts other than managed investment funds

Dividend statements

Details of artwork, collectables, and personal use assets (storage, insurance, valuations)

Statements of returns of capital (from shares)

Records of cryptocurrency wallet transactions (eg. Bitcoin)



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CONTRIBUTIONS RECEIVED

Records of all employer contributions (including salary sacrifice contributions)	<input type="checkbox"/>	<input type="checkbox"/>
Records of any after-tax contributions (eg. personal contributions)	<input type="checkbox"/>	<input type="checkbox"/>
Records of any contributions where no Tax File Number (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 contributions since 2018-2019 available to carry forward if total superannuation balance is below \$500,000 on 30 June 2021	<input type="checkbox"/>	<input type="checkbox"/>
Records of any downsizer contributions (up to \$300,000 per person aged 65 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"/>

ROLLOVERS

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"/>

INSURANCE POLICIES

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"/>
Details of early release of benefits (compassionate grounds or severe financial hardship)	<input type="checkbox"/>	<input type="checkbox"/>

BENEFITS PAID

Details of any lump sum benefits paid to members	<input type="checkbox"/>	<input type="checkbox"/>
Details of pensions paid to members, including copies of PAYG Summaries (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Details of early release of benefits (eg. due to COVID-19 pandemic)	<input type="checkbox"/>	<input type="checkbox"/>

COMMON DEDUCTIONS

Death or disability premiums	<input type="checkbox"/>	<input type="checkbox"/>
Approved auditor's fees paid (if audit conducted independently of The Peak Partnership)	<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"/>



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OTHER INFORMATION

Details of any derivatives and instalment warrants entered into	<input type="checkbox"/>	<input type="checkbox"/>
Details of limited recourse borrowing arrangements (LBRAs)	<input type="checkbox"/>	<input type="checkbox"/>
Auditor's report for the previous financial year (if audit conducted independently of The Peak Partnership)	<input type="checkbox"/>	<input type="checkbox"/>
Copies of Instalment Activity Statements and Business Activity Statements lodged for the year (if lodged independently of The Peak Partnership)	<input type="checkbox"/>	<input type="checkbox"/>
Copies of minutes of meetings (if prepared independently of The Peak Partnership)	<input type="checkbox"/>	<input type="checkbox"/>
Copies of trustee declarations for any new trustees, or directors of corporate trustees (if held independently of The Peak Partnership)	<input type="checkbox"/>	<input type="checkbox"/>
Copy of investment strategy (if held independently of The Peak Partnership)	<input type="checkbox"/>	<input type="checkbox"/>
Record of all members as at 30 June 2021	<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"/>
Details of any mergers with other superannuation funds	<input type="checkbox"/>	<input type="checkbox"/>
Please advise if trustee/director has become a disqualified person due to bankruptcy or conviction for dishonest conduct	<input type="checkbox"/>	<input type="checkbox"/>
If you have any doubt about income received/expenses incurred, please bring the documents with you	<input type="checkbox"/>	<input type="checkbox"/>
Any other information that you think is relevant	<input type="checkbox"/>	<input type="checkbox"/>