



The Peak Partnership
BUSINESS ADVISERS

TAX RETURN CHECKLIST SUPERANNUATION FUNDS

Ph: 07 3360 9888 peakpartnership.com.au



CLIENT NAME	PHONE
ADDRESS	
	MOBILE
EMAIL	

INFORMATION PROVIDED NOT APPLICABLE

BANK STATEMENTS

Bank statements for the period 1 July 2021 to 30 June 2022	<input type="checkbox"/>	<input type="checkbox"/>
Details of all deposits and withdrawals	<input type="checkbox"/>	<input type="checkbox"/>
Cheque books butts and deposit books	<input type="checkbox"/>	<input type="checkbox"/>

INVESTMENTS

Details of rent, leasing or hiring income	<input type="checkbox"/>	<input type="checkbox"/>
Copies of any off-market transfer forms for any in-specie contributions	<input type="checkbox"/>	<input type="checkbox"/>
Copies of confirmation for units purchased in managed funds	<input type="checkbox"/>	<input type="checkbox"/>
Copies of contract notes and settlement statements for any shares purchased	<input type="checkbox"/>	<input type="checkbox"/>
Copies of distribution statement from trusts	<input type="checkbox"/>	<input type="checkbox"/>
Copies of maturity notices for term deposits	<input type="checkbox"/>	<input type="checkbox"/>
Copies of sell notes and settlement statements for shares sold (include original contract notes if possible)	<input type="checkbox"/>	<input type="checkbox"/>
Copies of sell notes for units in managed funds sold (include 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"/>
Details of any investments acquired from members or their associates during the income year	<input type="checkbox"/>	<input type="checkbox"/>
Details of any other investment assets purchased and sold	<input type="checkbox"/>	<input type="checkbox"/>
Details of investment in related parties, including any outstanding distributions to be received	<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"/>
Dividend statements	<input type="checkbox"/>	<input type="checkbox"/>
Details of artwork, collectables, and personal use assets (storage, insurance, valuations)	<input type="checkbox"/>	<input type="checkbox"/>
Statements of returns of capital (from shares)	<input type="checkbox"/>	<input type="checkbox"/>
Records of cryptocurrency wallet transactions (eg. Bitcoin)	<input type="checkbox"/>	<input type="checkbox"/>



TAX RETURN CHECKLIST SUPERANNUATION FUNDS

Ph: 07 3360 9888 peakpartnership.com.au



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 2022	<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"/>



The Peak Partnership
BUSINESS ADVISERS

TAX RETURN CHECKLIST SUPERANNUATION FUNDS

Ph: 07 3360 9888 peakpartnership.com.au



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 2022	<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"/>