



# CAPITALEYES



BUSINESS ADVICE FINANCIAL VISION

CAPITALEYES BUSINESS ADVICE FINANCIAL VISION PTY LTD ABN 31 058 697 019  
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## Superannuation Fund Tax Return Checklist

*(Hint: attach relevant documents to this list and bring with you at time of interview)*

The following is a condensed checklist of the documents and information that you will need to provide for completion of your tax return.

*(some information may be available to us through the ATO portal, but that may be incomplete and insufficient)*

Name of Fund : \_\_\_\_\_

ABN : \_\_\_\_\_

TFN : \_\_\_\_\_

Name of Trustee: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_

Email Address: \_\_\_\_\_

### BANK STATEMENTS FOR 1/07/2021 TO 30/06/2022

	Yes	No	Attached	N/A
<input type="checkbox"/> Bank Statements for period 01/07/2021 to 30/06/2022.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Details of all deposits and withdrawals.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Cheque book butts and deposit books.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**ROLLOVERS FOR 1/07/2021 TO 30/06/2022**

	Yes	No	Attached	N/A
<input type="checkbox"/> Details of inward rollovers.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Details of outward rollovers.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Computers and Home Office Expenses used to earn income (% work related).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**INSURANCE POLICIES FOR 1/07/2021 TO 30/06/2022**

	Yes	No	Attached	N/A
<input type="checkbox"/> Copies of annual life insurance policy provided for members.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Copies of death or disability policy provided for members.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**BENEFITS PAID FOR 1/07/2021 TO 30/06/2022**

	Yes	No	Attached	N/A
<input type="checkbox"/> Copies of any lump sum benefits paid to members.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Details of pensions paid to members, including applicable PAYG summaries .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**INVESTMENTS FOR 1/07/2021 TO 30/06/2022**

	Yes	No	Attached	N/A
<input type="checkbox"/> Copies of annual tax statements for investments in forestry managed schemes.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Copies of any off - market transfer forms for any in-specie contributions.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Copies of confirmation for purchase in forestry managed investment schemes.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Copies of confirmation for units purchased in managed funds.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Copies of contract notes and settlement statements for any shares purchased.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Copies of distribution statement from trust.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Copies of maturity notices for term deposits.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Copies of sell notes and settlement statements for shares sold (including original contract notes if possible) .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Copies of annual tax summaries for sale and trade of cryptocurrencies .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>

- |   |                          |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> Details of any other investment assets purchased and sold.....                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <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"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Managed funds distribution statements, annual tax statements and capital gains statements        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Dividend statements.....   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Statements of return of capital (from shares).....   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**CONTRIBUTIONS RECEIVED FOR 1/07/2021 TO 30/06/2022**

- |   | <b>Yes</b>               | <b>No</b>                | <b>Attached N/A</b>      |                          |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> Records of all employer contributions (including salary sacrifice contributions).....                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Records of any undeducted personal contributions.....  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Records of any contributions where no TFN was quoted.....  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <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"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Acknowledgement of notices by trustee to members confirming receipt of notices for personal contributions..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**COMMON DEDUCTIONS FOR 1/07/2021 TO 30/06/2022**

- |  | <b>Yes</b>               | <b>No</b>                | <b>Attached N/A</b>      |                          |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> Death or disability premiums.....   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Approved auditor's fees paid.....   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Investment expenses, including nature of the expenses.....                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Management and administrative expenses, including nature of the expenses..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Other Information**

- |   | <b>Yes</b>               | <b>No</b>                | <b>Attached N/A</b>      |                          |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> Details of any derivatives and instalment warrants entered into.....   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Auditor's report for the previous financial year.....  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Copies of minutes of meetings.....   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Copies of trustee declarations for any new trustees, or directors of corporate trustees.....                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



- Copy of investment strategy.....
- Record of all members as at 30 June 2022.....
- If you have any doubt about any income or expenses you have received or incurred, bring the documents in with you .....
- Any other information, you think is relevant.....

**Trustee Declaration:**

I confirm that:

- I/we appoint **CAPITALEYES®** Business Advice Financial Vision Pty Ltd as tax agents to act on my/our behalf.
- the attached checklist covers the information required to prepare my income tax return for the year ended 30 June 2022 and the disclosure has been full and complete.
- I hold the documentation as discussed and will keep it for a least 5 years from date of lodgement.

*Signature of trustee*.....

*Date:* ...../...../.....