



CAPITALEYES BUSINESS ADVICE FINANCIAL VISION PTY LTD ABN 31 058 697 019
 Ph: 02 9568 5555 Fax: 02 9568 5015
 3/471 - 473 Marrickville Rd Dulwich Hill NSW 2203 Entrance: Seaview St (street level)
 Postal Address: PO Box 854 Marrickville NSW 1475
 email:mail@capitaleyes.com.au www.capitaleyes.com.au

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 1/07/2022 TO 30/06/2023

	Yes	No	Attached	N/A
<input type="checkbox"/> Bank Statements for period 01/07/2022 to 30/06/2023.....	<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 1/07/2022 TO 30/06/2023

	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 1/07/2022 TO 30/06/2023

	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 1/07/2022 TO 30/06/2023

	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 1/07/2022 TO 30/06/2023

	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 1/07/2022 TO 30/06/2023

- | | Yes | No | Attached N/A | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| <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 1/07/2022 TO 30/06/2023

- | | Yes | No | Attached N/A | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| <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

- | | Yes | No | Attached N/A | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| <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 2023 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:/...../.....