

## Info Required Checklist - Superannuation Fund

### **Fund Details:**

Fund Name: .....

Trustee name(s): ..... ABN: .....

Postal Address:.....

Business Address:.....

Mobile: ..... Email: .....

Home Phone:..... Home Fax: .....

<b>Bank Statements:</b>	<b>Info Provided</b>	<b>Not Appl.</b>
Bank statements for the whole year	<input type="checkbox"/>	<input type="checkbox"/>
Documents for 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>		
Copies of any off-market transfer forms for in-specie contributions	<input type="checkbox"/>	<input type="checkbox"/>
Copies of confirmation of units purchased in managed funds	<input type="checkbox"/>	<input type="checkbox"/>
Copies of contract notes & settlement statements for any shares purchased	<input type="checkbox"/>	<input type="checkbox"/>
Copies of distribution statements 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 & 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 sole (include original purchase notes if possible)	<input type="checkbox"/>	<input type="checkbox"/>
Investment acquired from members or their associates during the income year	<input type="checkbox"/>	<input type="checkbox"/>
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 & capital gains statements	<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"/>
Rental property income & expenses	<input type="checkbox"/>	<input type="checkbox"/>
Any other income	<input type="checkbox"/>	<input type="checkbox"/>
<b>Contributions Received:</b>		
Records of all employer contributions (including salary sacrifice contributions)	<input type="checkbox"/>	<input type="checkbox"/>
Records of any undeducted personal contributions	<input type="checkbox"/>	<input type="checkbox"/>
Records of any contributions where no TFN was quoted	<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"/>
<b>Rollovers:</b>		
Details of rollovers into the fund	<input type="checkbox"/>	<input type="checkbox"/>
<b>Insurance Policies:</b>		
Copies of annual life insurance statements provided for members	<input type="checkbox"/>	<input type="checkbox"/>
<b>Benefits Paid:</b>		
Copies 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	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other Information:</b>		
Auditor's report for the previous financial year and records of audit fees	<input type="checkbox"/>	<input type="checkbox"/>
Copies of Instalment Activity Statements and/or Business Activity Statements	<input type="checkbox"/>	<input type="checkbox"/>
Statements lodged for the income year	<input type="checkbox"/>	<input type="checkbox"/>
Copies of minutes of meetings	<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"/>

Copy of investment strategy	<input type="checkbox"/>	<input type="checkbox"/>
Record of all members during the year	<input type="checkbox"/>	<input type="checkbox"/>
If you have any doubt about any income or expenses you've received or incurred, bring the documents in with you	<input type="checkbox"/>	<input type="checkbox"/>
Any other information that you think is relevant	<input type="checkbox"/>	<input type="checkbox"/>