

SMSF TAX RETURN CHECKLIST
1st July 2021 to 30th June 2022

PLEASE FILL IN THESE DETAILS BEFORE RETURNING THIS FORM VIA EMAIL

Name:

Address:

Home No:

Email Address:

Mobile No:

Occupation:

INFORMATION

DEDUCTIONS

Bank accounts

Benefits paid

- Statements for all bank accounts held by the fund for the period 1st July 2021 to 31st July 2022

- Details of any lump sum benefits paid to members

- CSV files for all bank accounts held by the fund for the period 1st July 2021 to 31st July 2022

- Details of pensions paid to members including PAYG summaries if completed

- Details of all deposits and withdrawals

Insurance policies

- Cheque butts and deposit books

- Copies of annual life insurance policies for the year, including any valuation documentation and premiums payable

Investments

Common deductions

- Managed fund distribution statements, annual tax and capital gains tax statements

- Any paperwork relating to any expenses paid in the fund

- Dividend statements

OTHER INFORMATION

- Term deposit statements for the year

- Copies of minutes of meetings

- Purchase and sale details for any shares or units in trusts or managed funds

- Representation letter, investment strategy and third-party authorisation (if not already returned)

- Details of any other investments bought or sold

- Bank account details for payment of tax refund

Rental properties

- Any other information you think relevant

- Agents' statements or details of all income and expenses

- **Tax statement as at 30th June for all other industry/retail superannuation funds**

- Review and confirm property valuation and provide rates notice for property search purposes

- Settlement statements and purchase contracts for any new properties bought during the year

Super contributions & rollovers

- Records of all employer and member concessional contributions

- Records of any non-concessional contributions

- Statements of any rollovers into and out of the fund