



Illingworth David

Accountants & Consultants

www.illingworthdavid.com.au

Superannuation Fund Tax Return Checklist

IMPORTANT NOTE - WORKFLOW MANAGEMENT

(During peak period of July/December a turnaround time of 6 - 8 weeks is expected)

Please advise the following:

- a. Return required urgently? Yes No (refer b)
- b. Time required (please choose) 9-15 weeks 16 -24 weeks anytime prior to due date

Name:

Address:

Ph: Wk: M:

Email:

Please re-use the folder we have provided in previous years to collate your super fund's documentation. If you do not have a folder yet please contact our Geelong office to organise a folder for you to collect at your convenience, this system ensures all documentation is presented to the accountants and auditors in an orderly fashion.

Many managed funds and trusts do not provide an annual tax statement until September or October, please ensure this documentation has been received before providing everything to our office.

<p>Bank</p> <p><input type="checkbox"/> Bank Statements (01/07/08 - 30/06/09)</p> <p>Shares</p> <p><input type="checkbox"/> Buy and Sell contract notes</p> <p><input type="checkbox"/> Dividend notices including dividend reinvestments</p> <p><input type="checkbox"/> Chess or broker statements</p> <p><input type="checkbox"/> Corporate actions like share buy backs, takeover, bonus shares, merger or demerger documents</p> <p>Trusts</p> <p><input type="checkbox"/> Income distribution notices</p> <p><input type="checkbox"/> Holding statements</p> <p><input type="checkbox"/> Purchase or redemption (sale) documents</p> <p><input type="checkbox"/> Taxation Statements (often received a couple months after year end)</p> <p>Properties</p> <p><input type="checkbox"/> Income statements or summaries</p> <p><input type="checkbox"/> Expenses, eg. rates, water, land tax or legal fees</p> <p><input type="checkbox"/> Repairs and maintenance including a brief description of what was repaired</p> <p>Other Income</p> <p><input type="checkbox"/> Interest income from term deposits, bonds or loans</p> <p><input type="checkbox"/> Documents related to any investment not mentioned above</p>	<p>Member</p> <p><input type="checkbox"/> Contributions from an employer</p> <p><input type="checkbox"/> Please indicate transactions from a member don't worry if there is no documentation just mark the transaction as a 'member contribution'</p> <p><input type="checkbox"/> Rollover in or Eligible Termination Payment (ETP)</p> <p>Expenses</p> <p><input type="checkbox"/> Professional fees including accounting, audit, actuary or legal</p> <p><input type="checkbox"/> Financial planning, advice or administration</p> <p><input type="checkbox"/> Invoices or documents related to any expenses paid</p> <p>Taxation</p> <p><input type="checkbox"/> Australian Taxation Office (ATO) notices including PAYG Instalments, GST or surcharge</p> <p><input type="checkbox"/> ATO Supervisory Levy</p> <p>Missing or not received</p> <p><input type="checkbox"/> If there are transactions for which you have not received any documentation or it is missing please give a brief description:</p>
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