INFORMATION FOR TAX RETURN CHECKLIST – SELF MANAGED SUPERANNUATION FUND

For year ended 30th June 2011

NAME OF CLIENT:	______________________	**Phone:**	______________________
EMAIL ADDRESS:	______________________		
Preferred method of contact:	______________________		

INCOME & EXPENSES:

1. ***Income***

- if you prepare and lodge your own quarterly IAS returns, please provide a copy each of the IAS returns;
- Please forward the following documents to us, if applicable:
  a. cashbooks;
  b. bank statements;
  c. cheque butts;
  d. deposit slips;
  e. expenses summaries/invoices;
  f. summary of employers' contributions for members / member contributions made;

2. ***Distribution from trusts/partnership***

Do you receive a distribution from a trust or partnership? Yes ☐ No ☐

- if you received distribution from public unit trust, please provide a copy of the annual distribution summary (commonly called Annual Tax Summary), as well as copies of the monthly/quarterly/yearly distribution payments made
- if you received a distribution from a private trust or partnership, please provide a copy of the tax return or distribution statement
- if you have invested in units of private unit trust, please provide the market value of the units as at 30 June 2011;

3. Rent

Do you receive rental income? Yes ☐ No ☐

If you do, please:

- provide copies of the monthly rental statements or a copy of the annual rental summary, if available;

- supply settlement sheets and purchase documents if you acquired property after 1st July 2010;
- The property will need to be re-valued to market value every 3 years. We will inform you if there is a need for this when appropriate.

3. ***Interest*** (money received on your bank accounts)- Ensure that you attach bank statements.

4. ***Dividends***
   Please provide copies of dividend statements. If you take part in dividend reinvestment plan (you don't physically get the money in your bank account), the company uses that money to issue you more shares which is still treated as your income and must go into your tax return.

5. ***Capital Gain***: Did you sell any assets such as shares or property?

   Applicable Yes ☐ No ☐

   If yes then please provide documentation on sale / funds received etc.

6. ***Any other income***: (Any income you received in the financial year which doesn't fit into any of the above categories please provide details.)

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8. **Expenses**

   Please provide a list of expenses paid by the Fund.

9. **Investments**
   Please provide copies of existence, ownership, and acquisition of assets. For existing assets-dividend slips for the new year will suffice. For new asset – copies of buy contracts are required. If you are provided a service through a portfolio manger, please provide their summary as at the end of the financial year.

   - ***Other:*** Any other details of information which you are unsure of category and would like us to be aware of:

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Please note that you may be required to forward some or all the above documents to us for preparing your financial statements and tax return. The above list, while being quite comprehensive, is not meant to be exhaustive. If you are not certain whether additional information/documents are required or some of the documents are missing, please feel free to give us a call.