

## **Superannuation Fund Checklist**

We will need you to send/bring information to assist us in preparing your income tax returns for your superannuation fund. Please check the following and bring along bank statements, investments, receipts etc to help us prepare the return.

### **First Year**

- Last Year Financials and Tax Return
- Trust Deed
- Application of Membership (Located in superannuation fund register)
- Consent to act as trustee (Located in superannuation fund register)

### **Property**

- Monthly rental statements
- Expenses details including where applicable:
  - ✓ Advertising for tenants
  - ✓ Body Corporate fees
  - ✓ Borrowing expenses
  - ✓ Cleaning
  - ✓ Council Rates
  - ✓ Capital allowance (depreciation report from Quantity Surveyor)
  - ✓ Gardening/lawn mowing
  - ✓ Insurances
  - ✓ Interest on loans
  - ✓ Land tax
  - ✓ Legal fees
  - ✓ Pest control
  - ✓ Property agent fees/commission
  - ✓ Repairs and maintenance
  - ✓ Capital works – special building write off (depreciation report from Quantity Surveyor)
  - ✓ Stationery, telephone and postage
  - ✓ Travel expenses
  - ✓ Water charges
  - ✓ Sundry rental expenses
- Copies of all bank statements showing interest on loans
- Copy of Quantity Survey (if applicable)

### **Investments (Managed and Self Managed)**

- Copy of annual statement and detailed report
- Purchase and Sale documents
- Copy of dividend and distribution statements

### **Contribution**

- Statement of contributions made by employer throughout the year

### **Insurance**

- Copy of insurance policy indicating the following
  - Amount insured for
  - The policy amount
  - Type of insurance
  - Whom the insurance is for

**Other documentation**

- Copy of bank statements
- Copy of invoices and receipts
- Rollover statements