

All your finances in one place.

Super Fund Tax Return Checklist



Get the most out of your super by maximising your superannuation savings and minimising your tax bill. Use our simple checklist to gather your documents.

Bank statements

- Bank statements for the period 1 July 2023 to 30 June 2024.
- Details of all deposits and withdrawals
- Cheque book butts and deposit books

Investments

- Details of rent, leasing or hiring income
- Maturity notices for term deposits
- Distribution statements from trusts
- Statements of returns of capital (from shares)
- Contract notes and settlement statements for any shares purchased
- Sell notes and settlement statements for shares sold (and original contract notes if possible)
- Confirmation for units purchased in managed funds
- Sell notes for units in managed funds sold (and original purchase notes if possible)
- Managed funds distribution statements, annual tax statements and capital gains statements
- Off-market transfer forms for any in-specie contributions
- Confirmation for purchases in forestry managed investment schemes
- Details of any investments acquired from members or their associates during the income year
- Details of any investments in related parties, including any outstanding distributions to be received
- Details of any other investment assets purchased and sold

Contributions received

- Records of all employer contributions (including salary-sacrifice contributions)
- Records of any after-tax contributions (eg personal contributions)
- Records of any contributions where no TFN was quoted
- Written notices from members stating intention to claim deductions for their personal contributions
- Acknowledgement notices by trustee to members confirming receipt of notices for personal contributions

Rollovers

- Details of inward rollovers
- Details of inward rollovers

Insurance Policies

- Copies of annual life insurance policy provided for members.
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Benefits paid

- Details of any lump sum benefits paid to members
- Details of any pensions paid to members, including copies of PAYG summaries if applicable

Common deductions

- Death or disability premiums
- Actuarial costs, accountancy fees and audit fees

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- Investment expenses, including nature of the expenses
- Management and administrative expenses, including nature of the expenses

Other deductions

- Details of any derivatives and instalment warrants entered into
- Auditor's report for the previous financial year
- Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year
- Copies of minutes of meetings
- Copies of trustee declarations for any new trustees, or directors of corporate trustees
- Copy of investment strategy
- Record of all members as at 30 June 2024.

Note

If you have any doubts about any income or expenses you have received or incurred, bring the documents in with you together with any other relevant documentation from the super fund.