

2025 Superannuation Checklist

Super Fund Name: _____

Address: _____

Preferred Phone: _____

Preferred Email: _____

Please compile the following information where applicable for the year ended **30 June 2025** and forward to us electronically where possible.

BANK RECORDS & STATEMENTS

- ☐ Bank Statements (01 Jul 2021 to 30 Jun 2022)
- ☐ Deposit Book & Cheque butts
- ☐ Details on Deposits & Withdrawals
- ☐ Receipts & Invoices for payments & deposits
- ☐ Broker Statements (01 Jul 2021 to 30 Jun 2022)

INVESTMENTS

- ☐ Maturity Notice for Term Deposit
- ☐ Dividend Statements
- ☐ Statements of Returns of Capital (*Shares*)
- ☐ Contract notes & Settlement Statements for purchased Shares
- ☐ Sell notes & Settlement Statements for shares Sold (*Inc. Original Contract notes*)
- ☐ Off-market transfer forms for any in-specie contributions
- ☐ Details of any Investments acquired from Members
- ☐ Details of any Investments from Related Parties (*Inc. Outstanding distributions*)
- ☐ Details of any other investment assets purchased or sold

SUPER BALANCES

- ☐ Details of Transfer Balance Cap for Individual Members who are not Income Tax Clients

INVESTMENT STRATEGIES

- ☐ Investment Strategies prepared during the financial period (01 Jul 2021 to 30 Jun 2022)

MANAGED FUND INVESTMENTS

- ☐ Confirmation for units purchased in Managed Fund
- ☐ Sell notes for units sold in managed fund (& Original sell notes if possible)
- ☐ Capital Gains Statements
- ☐ Annual Tax Statements
- ☐ Managed Funds Distribution Statements
- ☐ Portfolio Evaluation (01 Jul 2021 to 30 Jun 2022)
- ☐ Cash & Investment Transaction Records

CONTRIBUTIONS

- ☐ Details on expenses paid personally by members of the fund
- ☐ Statement of Termination Payment for any Transitional Employment Termination payments rolled into the Fund
- ☐ Rollover Benefit Statements
- ☐ Record of Employer Contributions
- ☐ Records of any After-Tax Contributions
- ☐ Records where no TFNs were quoted

RENTAL PROPERTIES

- ☐ Consolidated Rental Income & Expenditure Statement (*If managed by Agent*)
- ☐ Listing of Expenditure paid directly (*I.e. not handled through an agent*)
- ☐ Land Tax Assessment
- ☐ Copy of Building Insurance Policy
- ☐ Copy of Current Lease Agreement
- ☐ Relevant Loan Statements & any Limited Recourse Borrowing Arrangements
- ☐ Evaluation of Property as at 30 June 2022

Have any Questions? Don't hesitate to call us on **(08) 8224 0066**

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ATO CORRESPONDANCE

- ☐ Australian Taxation Office Correspondence sent to Super Fund members with respect to transactions in this Fund during the Financial Year (01 Jul 2021 to 30 Jun 2022)

COMMON DEDUCTIONS

- ☐ Invoice for Death or Disability Premiums
- ☐ Invoices for Actuarial costs, Accountancy Fees & Audit Fees
- ☐ Investment Expenses (Including Nature of Expenses)
- ☐ Management & Administration expenses (Including Nature of Expenses)

SUPERANNUATION DEED & AMENDMENTS

- ☐ The Superannuation Deed (If not already held at our office)
- ☐ Any Deed Amendments (If not already held at our office)

ROLLOVERS

- ☐ Details of Inward rollovers
- ☐ Details of Outward rollovers

INSURANCE POLICIES

- ☐ Annual Life Insurance Policy for Fund Members
- ☐ Death or Disability Policies provided for Fund Members

BENEFITS PAID

- ☐ Details of Lump Sum benefits paid to Members
- ☐ Details of Pensions paid to members (Inc. PAYG Summaries if applicable)

OTHER RETAIL FUND

- ☐ Do you have another Super Fund Account with a Retail Fund? If yes, please provide an up to date data base

OTHER INFORMATION

- ☐ Details of any derivatives & instalment warrants entered into
- ☐ Auditors report for previous financial year
- ☐ Instalment Activity Statements and/or Business Activity Statements lodged for income year
- ☐ Copies of Minutes of Meetings
- ☐ Copies of Trustee Declarations for new Trustees or Directors of Corporate Trustees
- ☐ Record of all members as at 30 June 2021
- ☐ If you have doubts about any income or expenses you have received or incurred, please provide documentation
- ☐ Any other information that you think is relevant

TAX REFUNDS

Remember to bring your bank account details, including the BSB and account number with you to your appointment. You can also take advantage of our Fee from Refund service if you receive a refund.

NOTE

A tax deduction is:-

- An expense you have paid and have not been reimbursed for
- Directly related to your income
- You have proof of your expense (Receipt/substantiation)

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