



TAX RETURN CHECKLIST SELF MANAGED SUPERANNUATION FUND

SMSF Name: _____

Company/Trustees Name: _____

Name of Trustee Company Director: _____

Street Address: _____

Postal Address: _____

Phone No: _____ Email: _____

IMPORTANT NOTE – WORKFLOW MANAGEMENT

The lodgement due date for your tax return (depending on your circumstances such as late lodgement in the prior year or more). For “first time” lodgements (new SMSF's). Is your tax return required urgently? If yes, please contact your client manager (express fees may apply).

We shall endeavour to ensure that the tax return is lodged with the ATO by the due date, provided ALL relevant information and documentation is received no later than 2 months before the due date.

This will allow us sufficient time for preparing and lodging the tax return.

If the relevant information and documentation is not received by the due date, we may not be able to guarantee that the tax return will be lodged on time.

INCOME & EXPENSES:

C&N Accountants now operate CLASS Super as it's SMSF platform for processing and reporting of SMAF annual returns. As such we encourage you to contact your client manager to arrange electronic delivery of bank statements, platform investments (utilised by brokers, advisors and some direct investments) to automate some of the SMSF processing. Please continue to read below:

1. *Income*

- if you provide an accounting data file with all your income & expenses (in MYOB or QuickBooks or Xero format), we shall rely on the data that you provide to prepare the tax return;
- if you are registered for GST and prepare and lodge your own quarterly BAS returns, please provide a copy each of the BAS returns and the Annual GST return, if applicable. We shall rely on the data that you lodged with ATO to prepare your financials;
- if you do not use an accounting software (which is no longer necessary) please forward the following documents to us, if applicable:
 - a. cashbooks;
 - b. bank statements; (a CSV file is optimal)
 - c. cheque butts;
 - d. deposit slips;
 - e. expenses summaries/invoices; (see 9.)
 - f. dividend/income statements; (see 5.)
 - g. trust distribution tax statements;
 - h. rental property statements, Quantity Surveyors reports, etc (see 3.)
 - i. copies of buy/sell contracts of listed shares, (if applicable);
 - j. copies of contracts for purchase of property, (if applicable);
 - k. copies of the quarterly PAYG-Instalment returns;
 - l. summary of employers' contributions to members, if available;
 - m. Rollover statements from previous superannuation providers, (if applicable).

2. *Distribution from other trusts/partnership*

Do you receive distributions from other trusts/partnerships? Yes ☐ No ☐

- if you received distributions from another 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. If you have any issues with this, please contact us.
- if you received distributions from a public unit trust, please provide a copy of the annual distribution summary as well as the updated investment value.

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, of all investment properties;
- supply settlement sheets and purchase documents if you acquired property.
- provide the market value of each rental property . This may not be essential, if you have any issues with this, please feel free to contact us.
- Indicate if there's any joint venture arrangement underlying any properties. If so, your client manager will advise you what to provide.

4. Interest (money received on your bank accounts)

**Total Interest
Received \$**

Name of Bank

Account No.

Name of Bank	Account No.	Total Interest Received \$

5. Dividends

Please provide copies of all dividend statements including those that take part in dividend reinvestment plan. If you have difficulty finding all of these statements, please feel free to contact us.

**Name of Shares (please
indicate if the shares take part
in DRP)**

Unfranked Dividend

Franked Dividend

Imputation Credit

Name of Shares (please indicate if the shares take part in DRP)	Unfranked Dividend	Franked Dividend	Imputation Credit

6. Capital Gain: Did you sell any assets such as share investments or propertyYes ☐ No ☐

If yes, then please provide documentation of when it was purchased / cost and also documents on sale / funds received etc.

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

8. Rollovers from other super funds: If there was any rollover of funds from the member(s)' other superannuation fund(s) to the SMSF, please provide a copy of the Roll-over Benefits statement issued by the paying super fund.**9. Expenses**

Please provide a list of expenses paid by the Fund. If the Fund pays allocated pension to its members, please contact us as you may have to provide more information regarding the exempt pension income and actuarial certificate required.

10. Investments

Please provide copies of evidence of proof of the existence, ownership, and acquisition of assets, which, in simple English, means the buy contract of shares in listed companies, title deed of property etc. If you have any issues with this, please feel free to give us a call. If the Fund invests in arts, paintings, antique etc, please advise where the items are stored and how their market values. Please note that these items are no longer acceptable investments within a SMSF in most circumstances.

11. Tax Loss

Do you have a loss

Yes ☐No ☐

If yes, please advise the amount of carry-forward loss.

12. Other: Any other information which you are unsure of category and would like us to be aware of:

Please note: If you are required to forward some or all the above documents to us for preparing your financial statements and tax return, primarily for auditor requirements. 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.

How did you hear about us?

TAXPAYER'S DECLARATION

I declare that all the information I have given is true and correct.

Your signature
