2020 TAX RETURN CHECKLIST
SELF MANAGED SUPERANNUATION FUND

SMSF Name: ____

Company/Trustees Name: ____

Name of Trustee Company Director: ____

Street Address: ____

Suburb: ______________________ **State/Territory:** __________ **Post Code:** __________

Phone No:______________________**Email:**______________________________

INCOME & EXPENSES:

1. *Income*

- if you provide a 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 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 MYOB etc 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;
  f. dividend/income statements;
  g. trust distribution tax statements;
  h. rental property statements, Quantity Surveyors reports, etc
  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. PAYG Payment Summaries (group certificates) and annual reconciliation statement if you pay an allocated pension from the Fund to beneficiaries.

2. *Distribution from other trusts/partnership*

Do you receive distributions from other trust/partnership? 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, please provide the market value of the units as at 30 June 2020. If you have any issues with this, please feel free to give us a call (02 9684-2011);

- if you received distributions from a public unit trust, please provide a copy of the annual distribution summary.

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 after 1st July 2019;
- provide the market value of each rental property as at 30 June 2020. If you have any issues with this, please feel free to give us a call (02 9684-2011).
- 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)

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 (02 9684-2011).

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 property in the 2020 financial year, i.e. from 1 July 2019 to 30 June 2020 Yes ☐ 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 in the 2020 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(02 9684-2011).

If the Fund invests in arts, paintings, antique etc, please advise where the items are stored and how their market values as at 30 June 2020 are arrived at. Please note that these items are no longer acceptable investments within a SMSF in most circumstances.

11. *Tax Loss*

Do you have a loss to be brought forward from 2020? 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:

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Please note: If you are 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 (02) 9684-2011.