

# 2017 – 2018 TAX RETURN CHECKLIST: Self-managed Superannuation Fund

For year ended 30th June 2018

## IMPORTANT NOTE – WORKFLOW MANAGEMENT

The lodgement due date of your tax return is between 31st of October 2018 and 15th of May 2019 (depending on your circumstances)

**Is your tax return required urgently? If yes, please contact your Client Manager (express fees may apply).**

**Please choose a Chan & Naylor Branch \***

We shall endeavour to ensure that the tax return of the Trust/Partnership is lodged with the ATO by the due date, provided ALL relevant information and documentation is received by 15th January 2019.

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 is lodged in time.

### Name of client:

First Name \*

Middle Name(s)

Last Name \*

### Name of Trustee:

First Name \*

Middle Name(s)

Last Name \*

Preferred Email Address \*

**We shall endeavour to ensure that the tax return of the Superannuation Fund is lodged with the ATO by the due date, provided ALL relevant information and documentation is received by 15th January 2019. 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 is lodged in time.**

## INCOME & EXPENSES:

### 1. Income & Expenses:

- if you maintain your own cloud based accounting software, please contact your client manager to go through the steps to enable appropriate Chan & Naylor access.
- if you maintain your own desktop based accounting software please submit a copy of the file via usb or via email to your relevant client manager.
- if you pay an ATO GST instalment amount every quarter, we shall prepare the Annual GST Return for you based on the data you provide, unless we are advised otherwise;
- if you do not maintain cloud or desktop based accounting software, please forward the following documents to us, if applicable:
  - a. cashbooks (either manual or in Microsoft excel);
  - b. bank statements from **1 July 2017 to 30 June 2018**;
  - c. cheque butts;

- d. deposit slips;
- e. expenses summaries/invoices;
- f. loan statements, if applicable;
- g. amounts of money that other entities, including the beneficiaries (for trust), owe the Trust/Partnership in connection with the business as at **30 June 2018**, if any
- H. amounts of money that the Trust/Partnership owes other entities, including the beneficiaries (for trust), in connection with the business as at **30 June 2018**, if any
- i. PAYG Payment Summaries (group certificates) and annual reconciliation statement, if applicable.

Please note that we need the GST component of each expense so that we can work out the GST input tax credit claimed by the Trust/Partnership.

**2. Distribution from other trusts/partnerships:**

Do you receive distribution from other trusts/partnerships? \*

Yes  No

if you received distribution from another private trust or partnership, please provide a copy of the tax return or distribution statement;

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if you have invested in units of a private unit trust, please provide the market value of the units as at 30 June 2017. If you have any problem on this issue, please feel free to give us a call;

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if you received a distribution from public unit trust, please provide a copy of the annual distribution summary and end of year portfolio statement.

**3. Rent:**

Do you receive rental income? \*

Yes  No

provide copies of the monthly rental statements or a copy of the annual rental summary, if available, of all investment properties;

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supply settlement sheets and purchase documents if you acquired property after 1st July 2017

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provide the market value of each rental property as at 30 June 2018. If you have any problem on this issue, please feel free to give us a call;

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Indicate if there's any joint venture arrangement underlying any properties. If so, your client manager will advise what info to provide;

**4. Interest:**

Name of Bank

Account Number Total Interest Received (\$)

**5. Dividends:**

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

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

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Unfranked Dividend

Franked Dividend

Imputation Credit

**6. Capital Gain:**

Capital Gain: Did you sell any assets such as share investments or property in the 2018 financial year, i.e. from 1st of July 2017 to 30 June 2018?

Yes  No

**7. Any Other Income**

(Details of all receipts during the financial year, e.g. gross payments subject to foreign resident withholding etc. which do not fit into any of the above categories.)

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**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.

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**9. Contributions**

Did the fund receive any contribution? If so, please provide a list of contributions received and identify name of member who received the contribution.

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**10. Pension**

Did the fund pay any pension? If so, please provide a list of pensions paid and identify name of member who received the pension.

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**11. Expenses**

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

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**12. 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 deeds of property, investing holding balance as of 30/06/2018, etc. If you have a problem with this issue, please feel free to give us a call.

If the Fund invests in art, paintings, antiques, etc please advise where the items are stored and how their market values as at 30 June 2018 are arrived at. (up to 5MB-Please ZIP into single file)

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**13. Tax Loss**

Did the SMSF have a loss to be brought forward from prior year?

Yes  No

**14. Loans**

Are your loans looked after via a broker or directly through a bank manager?

Broker

Bank Manager

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

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Please note that 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.

**How did you hear about Chan & Naylor?**

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**TAXPAYER'S DECLARATION \***

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

**Your signature \***

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