

## Superannuation Funds Information Checklist

The following information is required between the period of 1 July 2019 to 30 June 2020.

	Yes	No	N/A
• Bank statements (including any new accounts including term deposits) from 1 July 2019 to 30 June 2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Contributions:			
○ A breakdown by member of the types of contributions received by the fund.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Confirmation of employer superannuation guarantee payments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Investments:			
○ Portfolio valuation as at 30 June 2020 and transaction history reports (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ All documentation from your portfolio or wrap provider including year-end tax statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ All dividend & tax statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Buy & sell contracts for shares sold or purchased	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Any other documentation received during the year that relates to takeovers, restructures, bonus shares, consolidations etc., for shares held by the fund. Usually these documents advise you to retain them for taxation purposes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Any other document relating to an investment held within the fund which has not been covered above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Property:			
○ Agent statements (either monthly or annual) if using an agent to manage property, otherwise, all invoices and rent receipts for the financial year ending 30 June 2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ A copy of the current lease/rental agreement (if not already provided)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Documents for property bought or sold, including the date you entered the contract and the date the asset was first used or installed ready for use (if not already provided)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Rollovers:			
○ Copy of any Rollover Benefits Statements for money rolled into the fund during the period 1 July 2019 to 30 June 2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Insurance:			
○ Copy of life insurance policy annual renewal documentation form (the ownership of the policy should always be in the name of the superannuation fund)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Copy of documentation relating to any new insurance policies from 1 July 2019 to 30 June 2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Other:			
○ If you have transactions in your fund that do not fall into the above categories, please ensure that you provide us with full details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>