

INFORMATION FOR 2015 TAX RETURN – SELF MANAGED SUPERANNUATION FUND

For year ended 30th June 2015

NAME OF CLIENT: _____ NAME OF TRUSTEE _____
 EMAIL ADDRESS: _____

IMPORTANT NOTE – WORKFLOW MANAGEMENT

If your 2014 tax return was lodged on time last year, your 2015 tax return is not due for lodgement until May 2016 unless you are a new fund – then it is due in February 2016, (if unsure please contact us) otherwise please:

- a. advise if your Return is required urgently (normally there is a four to six week turnaround period)
 Yes No (refer to b)
- b. if your Return is not required urgently, indicate period that would be suitable:
 9 – 15 weeks 16 – 24 weeks Any time before Due Date

We shall endeavour to ensure that the tax return of your Superannuation Fund is lodged with the ATO by the due date, provided ALL relevant information and documentation is received by 13th November 2015. If the relevant information and documentation is not received by the due date, we may not be able to guarantee that your 2015 tax return is lodged in time. Remember an audit must be conducted before the tax return can be lodged.

*When returning documents please complete the document worksheet at the end of this checklist.

INCOME & EXPENSES:

1. *Income*

- If you provide a data file with all your income & expenses in MYOB or Quicken format, we shall rely on the information contained in the data file to assist in the preparation of the financials and tax return;
- Please also forward the following documents to us, wherever applicable:
 - Bank statements from 1 July 2014 to 31 July 2015;
 - Cheque butts;
 - Deposit slips;
 - Copies of buy/sell contracts of listed shares, if applicable;
 - Copies of holding statements for shares/units held by the Fund;
 - Copies of managed fund statements including annual tax statements;
 - Annual rental summary from your real estate agent(s) (if applicable) for any rental property owned by the superannuation fund;
 - Copies of any insurance documents including general, life, TPD etc
 - Summary of employers' contributions to members, if available (this year we will require a written confirmation);



- PAYG Payment Summaries and annual reconciliation statement if you pay an allocated pension from the Fund to beneficiaries; and
- Copies of Employment Termination Payment (ETP) documents for ETP(s) received or paid by the Fund. Also any roll-over documents received by the fund.

This year we are requesting that you also supply a data download from your bank for the period 1 July 2014 to 30 June 2015. If you use internet banking, most banks if not all, allow you to download a data file that contains all your transactions for a specified date. The format is CSV (can be called MS Excel *.csv). If you are unsure of what to do – feel free to contact this office and we can provide easy instructions on how to do this. You still need to provide original bank statements (either in paper or via PDF if issued by the bank).

2. Distribution from other trusts/partnership

Do you receive distribution from other trust/partnership? Yes No

- if you received distribution(s) from another private trust or partnership, please provide a copy of financial statement and the tax return of the trust/partnership or a distribution statement;
- if you have invested in units of private unit trust, please provide the market value of the units as at 30 June 2015. If you have any problem on this issue, please feel free to give us a call;
- if you received distribution(s) from a public unit trust, please provide a copy of the annual distribution summary and the audit report that would be attached to the yearly accounts.

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;
- if you acquired the property after 1st July 2014, please supply settlement sheets, the title deed of any property and the sale contract. If borrowings were used, the bare trust deed and finance documents,
- Insurance policy documents, water, council rate and strata levy notices,
- provide an independent appraisal of the market value of the rent charged.

If you have any problem on this issue, please feel free to give us a call.

4. Interest (money received on your bank accounts)

Name of Bank	Account No.	TFN Credit	Total Interest Received \$

5. Dividends

Please provide copies of all dividend statements including those that take part in dividend reinvestment plan (DRP). If you have any problem finding all 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

6. **Capital Gain:** Did you sell any assets such as share investments or property in the 2015 financial year, i.e. from 1 July 2014 to 30 June 2015. Yes No

If yes, please provide documentation to show when it was purchased / cost, including DRP statements, if applicable, and also documents on sale / funds received etc. **Sale date is the date the contract was entered into – not the settlement date.**

7. **Any other income:** (If you have any income you received in the 2015 financial year which doesn't fit into any of the above categories please provide details.)

8. **Expenses**

Please provide a list of expenses paid by the Fund.

If the Fund pays account-based pension to its members, please contact us as you may have to provide more information regarding the exempt pension income and an actuarial certificate may be required.

If the Fund owns the life insurance policy for the members, please provide a copy of the policy.

9. **Investments**

Please provide copies of evidence of proof of the existence, ownership, and acquisition of assets, which, in simple English, means the buy contracts of shares in listed companies, title deed of property etc. Market Values may be required for certain assets – we will contact you if this is required. If you have any problem with this issue, please feel free to give us a call.

If the Fund invests in arts, paintings, antiques, stamp collections, jewellery etc, please advise where the items are stored, whether the items are insured and provide a copy of the insurance policy. Please also advise how market value, as at 30 June 2015, is calculated and how it satisfies the investment strategy. From 1 July 2012 new rules apply to collectibles and valuations.

10. **Tax Loss (new clients only)**

Please provide a copy of the previous year's income tax return. Yes No



11. **Other:** Any other information which you are unsure of category and would like us to know:

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.

We have / will be moving all funds to CLASS Super – this is an online superannuation system that will allow the trustees to view their superfund at any time – if you have not been contacted about this – please let us know. CLASS allows for automated downloads of bank information, contract notes, tax statements (where available for CLASS) and many other features.

Once the system is up and running, SMSF auditors who use AuditFlow software will be able to interrogate the data without the need to supply too many documents. This may take one audit season before all automated downloads work (especially contract notes).



2015 DOCUMENT WORKSHEET TO BE RETURNED TO SCOTT ASSOCIATES

Name of SuperFund: _____

Please attach this to the records to be returned to Scott Associates – if scanning the information please include this as your top sheet.

Documents Required	Attached			Emailed
	Yes	No	N/A	
Data download of Bank Account Information – sent via email	N/A	N/A	N/A	Y OR N
CASH AND OTHER TAX DOCUMENTS				
1 Bank Statements from 1 July 2014 to 31 July 2015				
3 PAYG Summaries issued for 2015 if applicable				
SHARES IN LISTED COMPANIES / MANAGED FUNDS				
1 Buy / Sell Contracts for any share or units				
2 Managed funds reports and audit reports including tax statements for managed funds including Type 2 Audit Report				
PROPERTY				
1 If you purchased a property in the 2015 year, please provide the sale contract and any financing documents including bare trust deeds etc. (Date of purchase is date of contract)				
2 Annual rental summary from your real estate agent(s) (if applicable) for any rental property owned by the superannuation fund				
3 Market Valuation of property including market value of rent being received				
4 Copies of any insurance documents				
5 Copy of lease agreement				
OTHER ASSETS (E.G. Artwork, jewellery, wine, sundry debtors, loans)				
1 Documentation to support ownership and market value				
2 Details of asset location, minutes on storage etc				
3 Insurance policy Information				
INCOME AND EXPENDITURE				
1 Summary of employers' contributions to members, if available (this year we will require a written confirmation)				
2 Copies of Employment Termination Payment (ETP) documents for ETP(s) received or paid by the Fund.				
3 Roll Over documents received by the SMSF				
4 Insurance documents (Life, Income protection) such as premium calculations, annual policy documents				
OTHER				
1 Amendments to Trust Deeds if applicable				
2 Any minutes of trustee meetings				
3 Amendments to Investment Strategy				
4 ATO correspondence				

PLEASE NOTE: WE WILL NOT COMMENCE WORK UNTIL ALL RELEVANT INFORMATION HAS BEEN PROVIDED – UNFORTUNATELY INCOMPLETE INFORMATION ADDS TO THE TIME SPENT ON THE PREPARATION OF THE ACCOUNTS AND ULTIMATELY THESE COSTS WILL BE PASSED ON TO THE SUPERFUND.