

# **INFORMATION FOR 2013 TAX RETURN – SELF MANAGED SUPERANNUATION FUND**

For year ended 30<sup>th</sup> June 2013

## **IMPORTANT NOTE – WORKFLOW MANAGEMENT**

If your 2012 tax return was lodged in time last year, the 2013 tax return is usually not due for lodgment until May 2014, please:

- a. advise if your Return is required urgently (normally there is a six to eight 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  Anytime before Due Date

NAME OF CLIENT: \_\_\_\_\_

NAME OF TRUSTEE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**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 15<sup>th</sup> January 2014. If the relevant information and documentation is not received by the due date, we may not be able to guarantee that your 2012 tax return is lodged in time.**

## **INCOME & EXPENSES:**

### **1. *Income***

- if you provide a USB or CD with all your income & expenses in MYOB, Quicken or other software based format, we shall rely on the data that you provide to prepare the financials and tax return;
- if you prepare and lodge your own quarterly BAS/IAS returns, please provide a copy each of the returns and the Annual GST return, if applicable. We shall rely on these data that you lodged with ATO to prepare your financials and tax return;
- if you do not use MYOB, Quicken or a similar software package, please forward the following documents to us, wherever applicable:
  - a. Cashbooks;
  - b. Bank statements from 1 July 2012 to 30 June 2013;
  - c. Cheque butts;
  - d. Deposit slips;
  - e. Income and Expenses summaries/invoices;
  - f. Copies of buy/sell contracts of shares/units, if applicable;
  - g. Copies of holding statements for shares/units held by the Fund;
  - h. Copies of the quarterly BAS/IAS returns, wherever applicable;
  - i. Summary of employers' contributions to members, if available;
  - j. PAYG Payment Summaries (group certificates) and PAYG Payment Statement if you pay an account based pension from the Fund to beneficiaries; and
  - k. Copies of Employment Termination Payment (ETP) documents for ETP(s) received or paid by the Fund.

2. **Distribution from other trusts/partnership**

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

- if you received distribution 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 2012. If you have any problem on this issue, please feel free to give us a call;
- if you received distribution from public unit trust, please provide a copy of the annual tax 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 the property after 1<sup>st</sup> July 2012;
- provide market value of each rental property as at 30 June 2013. 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 withholding Credit \$	Total Interest Received \$
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5. **Dividends**

Please provide copies of all dividend statements including those that participate 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 takes part in DRP)	Unfranked Dividend	Franked Dividend	Imputation Credit
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6. **Capital Gain:** Did you sell any investment such as shares or property in the 2013 financial year, i.e. from 1 July 2012 to 30 June 2013? 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.

7. **Any other income:** (If you have any income you received in the 2013 financial year which doesn't fit into any of the above categories please provide details.)
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### 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 actuarial certificate 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. If you have any problem with this issue, please feel free to give us a call.

If the Fund invests in arts, paintings, antique etc, please advise where the items are stored, whether the items are insured, how their market values as at 30 June 2013 are arrived at and how it satisfies the investment strategy.

### 10. Tax Loss

Do you have a loss to be brought forward from 2012? Yes  No

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

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