

Name of Taxpayer: _____

Street Address: _____

Phone (Home): _____ Mobile: _____

Date of Birth: _____ Email: _____

Information	Provided	Not Applicable
Bank Statements		
Bank statements for the period 1 July 2017 to 30 June 2018		
Has bank feed been approved?		
Details of all deposits and withdrawals		
Cheque book butts and deposit books		
Investments		
Details of rent, leasing or hiring income		
Maturity notices for term deposits		
Distribution of statements from trusts		
Cheque book butts and deposit books		
Dividend statements		
Statement of returns of capital (from shares)		
Contract notes & settlement statements for shares sold (and original contract notes if possible)		
Confirmation for units purchased in managed funds		
Sell notes for units in managed funds sold (and original purchase notes if possible)		
Managed funds distribution statements, annual tax statements and capital gains statements		
Off-market transfer forms for any in-specie contributions		
Confirmation for purchases in forestry managed investment schemes		
Details of any investments acquired from members of their associates during the income year		
Details of any investments in related parties, including any outstanding distributions to be received		
Details of any other investment assets purchased and sold		

Information	Provided	Not Applicable
Contributions Received		
Records of all employer contributions (including salary-sacrifice contributions)		
Records of any after-tax contributions (e.g. personal contributions)		
Records of any contributions where no TFN was quoted		
Written notices from members stating intentions to claim deductions for their personal contributions		
Acknowledgement notices by trustee to members confirming receipt of notices for personal contributions		
Rollovers		
Details of inward rollovers		
Details of outward rollovers		
Insurance Policies		
Copies of annual life insurance policy provided for members		
Copies of death or disability policy provided for members		
Benefits Paid		
Details of any lump sum benefits paid to members		
Details of any pensions paid to members, including copies of PAYG summaries if applicable		
Common Deductions		
Death or disability premiums		
Actuarial costs, accountancy fees and audit fees		
Investment expenses, including nature of the expenses		
Other Information		
Details of any derivatives and instalment warrants entered into		
Auditor's report for the previous year		
Copies of Instalment Activity Statement and/or Business Activity Statements lodged for the income year		
Copies of minutes of meetings		
Copies of trustee declarations for any new trustees, or directors of corporate trustees		
Copy of investment strategy		
Record of all members as at 30 June 2018		