

Superannuation Fund Checklist

Please print and complete the following checklist prior to forwarding tax documents to this office to assist us in preparing your tax return.

Superannuation Fund Name:
Main Business Address:
Tax File Number:
Australian Business Number:

	Yes	No
Bank Statements for full financial year (attach)		
Deposit records (attach)		
Cheque butts (attach)		
Internet Transfers - any details		
Details of all direct debits and credits (attach details)		
Statements for all other invested funds detailing closing balance at 30th June and Interest Received (attach statement)		
Capital Gains (attached purchase and sale contracts for all assets including shares and broker statements for full year)		
Dividend Income (attach dividend statements or details of date, company, franked amount, unfranked amount and imputation credit)		
Distribution Income from Trusts or Partnerships (attach distribution statements)		
Holding statements of investments held or copy of stockbroker listed equities as at 30 June 2007 (if available)		
Rental Income (attach details) i.e. Rental Statements		
Other Income (attach details)		