



Superannuation Fund Checklist

Berwick Tax will need you to send/bring information to assist us in preparing your income tax returns for your superannuation fund. Please check the following and bring along bank statements, investments, receipts etc to help us prepare the return.

First Year

- ☑ Last Year Financials and Tax Return
- ☑ Trust Deed
- ☑ Application of Membership (Located in superannuation fund register)
- ☑ Consent to act as trustee (Located in superannuation fund register)

Property

- Monthly rental statements
Expenses details including where applicable:
- ☑ Advertising for tenants
 - ☑ Body Corporate Fees
 - ☑ Borrowing expenses
 - ☑ Cleaning
 - ☑ Council Rates
 - ☑ Capital allowance (depreciation report from Quantity Surveyor)
 - ☑ Gardening/lawn mowing
 - ☑ Insurances
 - ☑ Interest on loans
 - ☑ Land tax
 - ☑ Legal fees
 - ☑ Pest control
 - ☑ Property agent fees/commission
 - ☑ Repairs and maintenance

- ☑ Capital works – special building write off (depreciation report from Quantity Surveyor)
 - ☑ Stationery, telephone and postage
 - ☑ Travel expenses
 - ☑ Water charges
 - ☑ Sundry rental expenses
- Copies of all bank statements showing interest on loans
Copy of Quantity Survey (if applicable)

Investments (Managed and Self Managed)

- ☑ Copy of annual statement and detailed report
- ☑ Purchase and Sale documents
- ☑ Copy of dividend and distribution statements

Contribution

- ☑ Statement of contributions made by employer throughout the year

Insurance

- Copy of insurance policy indicating the following:
- ☑ The policy amount
 - ☑ Type of insurance
 - ☑ Amount Insured for
 - ☑ Whom the insurance is for

Other documentation

- ☑ Copy of bank statements
- ☑ Copy of invoices and receipts
- ☑ Rollover statements



Berwick Taxation Services Pty Ltd
Unit 1, 6-8 Gloucester Ave
P.O.Box 830, Berwick 3806

✉ info@berwicktax.com.au
☎ 03 9768 9868
📠 03 9768 9867

Our Chartered Accountants and CPA Australia membership is your assurance of quality, superior training and excellence in all aspects of accounting.

