



**CHECKLIST OF PRINCIPAL ITEMS REQUIRED FOR SELF MANAGED
SUPERANNUATION FUNDS**

Please furnish the following:

- All bank statements (i.e. cheque accounts and cash management accounts)
- Summary of deposits or all deposit books
- Summary of payments or all cheque books
- Copy of Stockbroker(s) Trading account or copies of Stockbroker “Buy” and “Sell” contracts
- Details on any new float investments
- Details of any share buy backs exercised during the year
- Details of any share name changes, splits, mergers, reconstructions or takeovers
- Copies of all dividend statements
- Copies of all managed fund investment distributions statements (usually quarterly) and annual tax statement
- Copies of all interest received statement eg: State of QLD- Suncorp, National Income Securities
- Details of any Bank Bill investment transactions
- Evidence of all PAYG payments

Superannuation Surcharge

As we do not encourage self assessment of the superannuation surcharge liability, the Fund should lodge superannuation surcharge data to the Tax Office before **31 October 2001**. As such, please provide the following information to our office on or **before 30 September 2001** regarding each member of the fund:

- Amount of employer contributions.
- Amount of surchargeable component of any roll over amounts received (normally detailed in the ETP statements).

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- Amount of any contributions by the member to the extent that they are deductible to the member (ie: self employed persons with less than 10% employer related assessable income where the first \$3,000 and 75% of the amounts thereafter are deductible).

Please contact this office if you are in any doubt about the above reporting requirements.

Taxation Returns

Please note, the majority of the Superannuation Fund tax returns are due by **8 April 2002**. As such, please provide us with your information as soon as possible, however we can not be assured of meeting this deadline if the information is not to hand by **30 November 2001**.