

2026 Superannuation Fund Tax Return Checklist

Our Tax Checklist has been designed to help you stay organised; ensure you have all the necessary information & maximise your eligible deductions this tax season.

Complete the checklist before your appointment & bring any relevant supporting documents. If you have any questions or would like assistance, please contact our office on **(03) 9435 4444**.

Name: _____ **Phone:** _____

Address: _____ **Email:** _____

Bank Statements

- | | |
|--|--|
| <input type="checkbox"/> Bank statements for the tax year | <input type="checkbox"/> Cheque book butts & deposit books |
| <input type="checkbox"/> Details of all deposits & withdrawals | |

Investments

- | | |
|--|--|
| <input type="checkbox"/> Rent, leasing or hiring income | <input type="checkbox"/> Managed funds distribution statements, annual tax statements & capital gains statements |
| <input type="checkbox"/> Maturity notices for term deposits | <input type="checkbox"/> Income received through trusts other than managed investment funds |
| <input type="checkbox"/> Distribution statements from trusts | <input type="checkbox"/> Off-market transfer forms for any in-specie contributions |
| <input type="checkbox"/> Dividend statements | <input type="checkbox"/> Investments acquired from members or their associates during the FY |

Statements of returns of capital (from shares)

Contract notes & settlement statements for any shares purchased

Sell notes & settlement statements for shares sold (& original contract notes if possible)

Confirmation for units purchased in managed funds

Sell notes for units in managed funds sold (& original purchase notes if possible)

Investments in related parties, including any outstanding distributions to be received

Artwork, collectables & personal use assets (storage, insurance, valuations)

Any other investment assets purchased & sold

Records of crypto asset transactions

Contributions received

All employer contributions (including salary-sacrifice contributions)

Any after-tax contributions (e.g. personal contributions)

Contributions where no TFN was quoted

Any contributions on behalf of the spouse & contribution splits

Any unused cap amounts for concessional contributions available to carry forward (total superannuation balance must be less than \$500,000 on 30 June)

Downsizer contributions (up to \$300,000 per person aged 55 or over)

Withdrawal of first home super saver (FHSS) scheme contributions (& associated earnings)

Disposal of small business assets under the capital gains tax small business 15-year exemption or retirement exemption

Deductions for personal contributions

Written notices from members stating intentions to claim deductions for their personal contributions

Acknowledgement notices by the trustee to members confirming receipt of notices for personal contributions

Rollovers

- Details of inward rollovers
- Details of outward rollovers
- family law superannuation splitting payments & court orders

Insurance policies

- Copies of the annual life insurance policy provided for members
- Copies of the death or disability policy provided for members

Benefits paid

- Lump sum benefits paid to members
- Early release of benefits
- Pensions paid to members, including payment summaries/income statements, minimum pension calculation & payment evidence, if applicable

Common deductions

- Death or disability premiums
- Actuarial costs, accountancy fees & audit fees
- Investment expenses, including the nature of the expenses
- Management & administrative expenses, including the nature of the expenses

Other information

- Derivatives & instalment warrants entered
- Limited resource borrowing arrangements (LRBAs)
- Investment strategy & evidence of review
- Record of all members as at 30 June 2026



- Auditor's report for the previous FY
- Copies of Business Activity Statements &/or Instalment Activity Statements lodged for the FY
- Copy of trust deed & amendments
- Trustee/director details
- Copies of minutes of meetings
- Copies of trustee declarations for any new trustees, or directors of corporate trustees
- Market valuation evidence for all assets at 30 June 2026
- Has a trustee/director become a disqualified person due to bankruptcy or conviction for dishonest conduct?
- Any schemes involving non-arm's length income (NALI)
- Any schemes involving non-arm's length expenditure (NALE)
- Transfer Balance Account Report (TBAR) events & lodged reports
- Other receipts or outgoings received or incurred, including where uncertain if assessable/deductible