



The Peak Partnership
BUSINESS ADVISERS

TAX RETURN CHECKLIST

SUPERANNUATION FUNDS

Ph: 07 3360 9888 peakpartnership.com.au



CLIENT NAME

PHONE

ADDRESS

MOBILE

EMAIL

INFORMATION
PROVIDED

NOT
APPLICABLE

BANK STATEMENTS

Bank statements for the period 01 July 2025 to 30 June 2026	☐	☐
Details of all deposits and withdrawals	☐	☐
Cheque book butts and deposit books	☐	☐

INVESTMENTS

Details of rent, leasing or hiring income	☐	☐
Copies of any off-market transfer forms for any in-specie contributions	☐	☐
Copies of confirmation for units purchased in managed funds	☐	☐
Copies of contract notes and settlement statements for any shares purchased	☐	☐
Copies of distribution statement from trusts	☐	☐
Copies of maturity notices for term deposits	☐	☐
Copies of sell notes and settlement statements for shares sold (include original contract notes if possible)	☐	☐
Copies of sell notes for units in managed funds sold (include original purchase notes if possible)	☐	☐
Managed funds distribution statements, annual tax statements and capital gains statements	☐	☐
Details of any investments acquired from members or their associates during the income year	☐	☐
Details of any other investment assets purchased and sold	☐	☐
Details of investment in related parties, including any outstanding distributions to be received	☐	☐
Income received through trusts other than managed investment funds	☐	☐
Dividend statements	☐	☐
Details of artwork, collectables, and personal use assets (storage, insurance, valuations)	☐	☐
Statements of returns of capital (from shares)	☐	☐
Records of cryptocurrency wallet transactions (eg. Bitcoin, Ethereum etc.)	☐	☐



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CONTRIBUTIONS RECEIVED

Records of all employer contributions (including salary sacrifice contributions)	☐	☐
Records of any after-tax contributions (eg. personal contributions)	☐	☐
Records of any contributions where no Tax File Number (TFN) was quoted	☐	☐
Records of any contributions on behalf of spouse	☐	☐
Records of any spouse contributions splits	☐	☐
Details of any unused cap amounts for concessional contributions since 2020-2021 available to carry forward if total superannuation balance is below \$500,000 on 30 June 2025	☐	☐
Records of any downsizer contributions (up to \$300,000 per person aged 55 or over)	☐	☐
Records of any withdrawal of First Home Super Saver (FHSS) scheme contributions (and associated earnings)	☐	☐
Records of any contributions from disposal of small business assets under capital gains tax small business 15-year exemption or retirement exemption	☐	☐
Details of deductions for personal contributions	☐	☐
Written notices from members stating intention 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	☐	☐
Details of family law superannuation splitting payments and court orders	☐	☐

INSURANCE POLICIES

Copies of annual life insurance policy provided for members	☐	☐
Copies of death or disability policy provided for members	☐	☐
Details of early release of benefits (compassionate grounds or severe financial hardship)	☐	☐

BENEFITS PAID

Details of any lump sum benefits paid to members	☐	☐
Details of pensions paid to members, including copies of PAYG Summaries (if applicable)	☐	☐
Details of early release of benefits	☐	☐



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COMMON DEDUCTIONS

Death or disability premiums	☐	☐
Approved auditor's fees paid (if audit conducted independently of The Peak Partnership)	☐	☐
Investment expenses, including nature of the expenses		
Management and administrative expenses, including nature of the expenses	☐	☐

OTHER INFORMATION

Details of any derivatives and instalment warrants entered into	☐	☐
Details of limited recourse borrowing arrangements (LBRAs)	☐	☐
Auditor's report for the previous financial year (if audit conducted independently of The Peak Partnership)	☐	☐
Copies of Instalment Activity Statements and Business Activity Statements lodged for the year (if lodged independently of The Peak Partnership)	☐	☐
Copy of trust deed and amendments		
Trustee or Director details		
Copies of minutes of meetings (if prepared independently of The Peak Partnership)	☐	☐
Copies of trustee declarations for any new trustees, or directors of corporate trustees (if held independently of The Peak Partnership)	☐	☐
Copy of investment strategy (if held independently of The Peak Partnership)	☐	☐
Record of all members as at 30 June 2026	☐	☐
Market valuation evidence for all assets at 30 June 2026	☐	☐
Transfer Balance Account Report (TBAR) events and lodged reports	☐	☐
Details of any schemes involving non-arm's length income (NALI)	☐	☐
Details of any schemes involving non-arm's length expenditure (NALE)	☐	☐
Details of any mergers with other superannuation funds	☐	☐
Please advise if trustee/director has become a disqualified person due to bankruptcy or conviction for dishonest conduct	☐	☐
If you have any doubt about income received/expenses incurred, please bring the documents with you	☐	☐
Any other information that you think is relevant	☐	☐