Murray Business Solutions

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2023 - 2024
ANNUAL TAX CHECKLIST – Super Fund

Please use this checklist and include it with your accounting records to ensure that all relevant information is provided to enable us to complete your tax work. Where possible please scan and email your documentation to the applicable staff member.

Super Fund Name: ………………………………………………………………………

END OF FINANCIAL YEAR REPORTS

Attached

Please let us know how you'd like your final reports provided to you:

- Printed and bound ☐
- Emailed (PDF format) ……………………………@…………………………………………… ☐

<Email Address>

ESSENTIAL TRANSACTION INFORMATION

Bank Statements ☐

- Please provide bank and loan statements for all accounts for the full financial year. Please ensure that the statements provided show the 30th June 2024 closing balance.

Computerised Records

- For those clients using Phoenix, MYOB, Quickbooks, or Cashflow Manager. Ensure all your bank accounts have been reconciled to 30th June 2024, then backup your file to a USB drive or email it direct to info@murraybs.com.au or the appropriate staff member

  Alternatively, you can use our "Dropbox" service to upload your file directly to MBS:
  https://www.filemail.com/incoming/6394168651

Cloud Accounting Records

- For those clients using a cloud accounting package (Xero, MYOB Essentials, Reckon One), please ensure we have a user account to enable us to log in. Ensure all your bank accounts, credit cards and loans have been reconciled to 30th June 2024, and email info@murraybs.com.au to let us know that your file is good to go.

- Electronic Funds Transfer (EFT)

  Please provide bank details for the account you wish to have your refund credited to below (if you have more than one Super Fund bank account).

  Account Name: ……………………………………………………………………………

  BSB Number: ………..-………..

  Account Number: ……………………………………………………………………………

Attached

GST INFORMATION

Copies of:

- All Business Activity Statements lodged for the year
- GST adjustment details and work papers if applicable

ADDITIONAL INFORMATION

Please provide the following if applicable to your fund

- **Dividends and Distributions**
  Dividend slips showing imputation credits from all shareholdings
  Distribution statements from all managed investments
  Annual Tax Statements and tax information provided by investment funds

- **Rental Properties**
  Rental income details or property agent statements
  Expenses relating to rental property
  Council rates notice for revaluation purposes
  Insurance certificate / premium notice for each property
  Current lease / rental agreement if renewed or varied from last year
  If purchased via borrowing, provide all of the Loan Statements for the full financial year.

- **Pension Information**
  Pension Payment Summaries (Group Certificates) issued
  Pension Schedule for each fund member as provided by MBS

- **ETP Rollover Statements**
  Rollover statements from an external superannuation fund

- **Shares / Managed Investments**
  This applies to all shares or managed investments that have been purchased or sold during the year
  - Buy and sell contracts supplied by your broker
  - Share purchase plan and bonus offer documents taken up
  - CHESS Holding Statements for each shareholding

- **Property Purchases / Sales**
  This applies to properties that have been purchased or sold during the year
  - Settlement statements supplied by your conveyancer
  - Original title certificate from Land Titles Office for all new properties

- **Life Insurance**
  If the fund owns a life insurance policy and pays life insurance premiums, please attach a copy of the current insurance policy