



Superannuation Fund Tax Return Questionnaire

Please note, the more thorough and organized your information is, the quicker we can do your work and the less it will cost!

Name of Fund: _____

Please complete the following work:

€ Monthly € Quarterly € Interim € End of year

Period: _____ (eg June quarter or year)

(pls circle)

1	Have you supplied an electronic file of your records? Have you included a backup up your MYOB/Quickbooks file? If yes, proceed to question 2, if no, proceed to question 3.	Yes	No
---	---	-----	----

2	Has the bank been reconciled for the period in question? If yes, proceed to question 4. If no, you will need to complete this task before we can commence work.	Yes	No
---	--	-----	----

3	If you have not supplied an electronic file, you will need to provide the following (please tick the documents you've attached or cross out if not applicable): <ul style="list-style-type: none"> € Bank statements € Cheque butts € Deposit books € BAS (copies of all 4 quarters) € IAS (copies of all 4 quarters) € PAYG annual summary (only applicable to pension funds) <p>Please continue with question 4.</p>		
---	--	--	--

