



STERLING ACCOUNTANTS & BUSINESS CONSULTANTS

WHAT WE NEED TO COMPLETE YOUR SUPERANNUATION FUND INCOME TAX RETURN

In order to complete your Income Tax Return in a timely manner please complete the following fact sheet "in full" and forward to our office along with your tax source documents.

Subject to the timely receipt of your records we anticipate a turn around period from receipt of **all** your information to completion of approximately 4-6 weeks.

GENERAL INFORMATION:	✓
Term Deposit Advices	
Share Portfolio Summary (with 30 June 2011 market share valuations)	
Dividend Advice Slips, including Re-Investment Plan Statements	
Purchase & sale documents, if any shares were bought or sold during the year	
Details of cheques and deposits made from Super Fund Bank Account	
Rollover Statements	
Bank Statements	
Insurance Premiums (including Life Insurance)	

RENTAL PROPERTY	✓
Bank Statements	
Rates notices	
Real Estate Agent statements	
Insurance Premiums	
Invoices for repairs & any other expenditure	

UNIT/PROPERTY TRUST	✓
Bank Statements	
Rates notices	
Real Estate Agent statements	
Insurance Premiums	
Invoices for repairs & any other expenditure	

PLEASE RETURN TO:

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