

Data collection check list

	TFN application	Tax history report	Notification of deceased person form	Letter of advice	Income tax return <i>(DOD & deceased estate)</i>	Testamentary trust tax return
Primary documents						
Tax file number		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Probate <i>(Certified)</i>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Statement of assets & liabilities	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Death certificate <i>(Certified)</i>	<input type="checkbox"/>		<input type="checkbox"/>			
Date of birth (for individuals)		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
LPR details <i>(DOB & TFN)</i>	<input type="checkbox"/>		<input type="checkbox"/>			
Authorisation form (Tax Agent appointment form)		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Secondary documents <i>(if applicable)</i>						
Prior year tax return					<input type="checkbox"/>	<input type="checkbox"/>
Prior year notice of assessment		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
PAYG /PAYG super summaries					<input type="checkbox"/>	
Bank statements					<input type="checkbox"/>	<input type="checkbox"/>
Trust A/c statements					<input type="checkbox"/>	<input type="checkbox"/>
Dividends					<input type="checkbox"/>	<input type="checkbox"/>
Managed funds					<input type="checkbox"/>	<input type="checkbox"/>

Rental summaries					<input type="checkbox"/>	<input type="checkbox"/>
Asset cost bases					<input type="checkbox"/>	<input type="checkbox"/>
Asset disposals					<input type="checkbox"/>	<input type="checkbox"/>
Accommodation bonds					<input type="checkbox"/>	
Funeral bonds					<input type="checkbox"/>	
Tax fees/expenses					<input type="checkbox"/>	<input type="checkbox"/>
Confirmation of:						
Beneficiaries – Non resident?					<input type="checkbox"/>	
Tax exempt?					<input type="checkbox"/>	
Beneficiaries' details eg TFN,DOB, residential address						<input type="checkbox"/>
Main residence at date of death? Confirm less than 2 hectares?					<input type="checkbox"/> yes/no	
Tax dependants for super?					<input type="checkbox"/>	
Foreign assets					<input type="checkbox"/>	<input type="checkbox"/>
Has "Notification of Deceased Person been lodged with ATO?			yes/no			

Please scan documents and email to: estates@bnrpartners.com.au
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