

Data collection check list

	Letter of advice	Notification of deceased person	Individual tax review/return	Estate/Trust TFN application	Income tax return <i>(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 < 6 months)</i>	<input type="checkbox"/>	<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 < 6 months)</i>		<input type="checkbox"/>		<input type="checkbox"/>		
Date of birth (for individuals)		<input type="checkbox"/>	<input type="checkbox"/>			
LPR details <i>(DOB & TFN)</i>		<input type="checkbox"/>		<input type="checkbox"/>		
Signed BNR Authorisation/Appointment form		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Confirmation of:						
Beneficiaries – Non resident?	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Tax exempt?	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Prior year tax return (if available)			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Prior year notice of assessment (if available)			<input type="checkbox"/>		<input type="checkbox"/>	<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"/>				<input type="checkbox"/>	
Tax dependants for super?	<input type="checkbox"/>				<input type="checkbox"/>	
Foreign assets	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Managed funds			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Rental summaries			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Asset cost bases			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Asset disposals			<input type="checkbox"/>		<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"/>	<input type="checkbox"/>

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