

Australian Startup Tax Checklist

Never miss a deadline or obligation

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Tax Compliance Checklist

MONTHLY TASKS

- Record all business transactions in accounting software
- Scan and store receipts digitally
- Reconcile bank accounts
- Review contractor classifications
- Review cash flow and tax obligations

QUARTERLY TASKS (28 days after quarter end)

- Lodge BAS (GST reporting)
- Pay PAYG instalments (if applicable)
- Pay superannuation (28th of month after quarter)
- Review financial reports
- Update cash flow forecasts

ANNUAL TASKS

- Prepare and lodge tax return (31 October or via agent)
- Register R&D with AusIndustry (30 April if claiming)
- FBT return if applicable (21 May)
- Review business structure and tax strategy
- Update ESS valuations if applicable
- Review employee vs contractor classifications

FIRST 90 DAYS: REGISTRATION CHECKLIST

- Register for ABN (FREE at abr.gov.au)
- Register for GST (if turnover \$75,000+)
- Register for PAYG withholding (if hiring employees)
- Choose accounting software (Xero recommended)
- Set up business bank account
- Set up separate business credit card
- Register business name (if not company name)
- Set up record-keeping system
- Book consultation with startup accountant

KEY TAX DEADLINES

28 October	Q1 BAS, PAYG, Super (Jul-Sep)
31 October	Individual tax returns (self-lodgers)
28 January	Q2 BAS, PAYG, Super (Oct-Dec)
28 February	Company tax returns
28 April	Q3 BAS, PAYG, Super (Jan-Mar)
30 April	R&D registration (AusIndustry)
21 May	FBT return
30 June	End of financial year
28 July	Q4 BAS, PAYG, Super (Apr-Jun)