

Australian Startup Tax Checklist

Never miss a deadline or obligation

SOVA

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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

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

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) |

About Sova

Beat the startup failure odds. Learn once, apply forever.

Startup advice is everywhere — but it's fragmented and overwhelming. Sova distils the complex into simple, actionable guidance in one place.

We studied why startups fail, what makes them succeed, and how mature companies achieve business excellence. Then we synthesised it all into a practical self-assessment tool that helps you identify and address your biggest risks.

Sova gives you the same diagnostic frameworks consultants, accelerators and business experts use — empowering you to build on proven foundations from day one.

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This guide is for informational purposes only and does not constitute legal, tax, or financial advice. Always consult with qualified professionals before making business decisions.

Sources: business.gov.au, ATO, ASIC, Sprintlaw, Sleek, MYOB, Xero

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