

# Australian Startup Tax Checklist

*Never miss a deadline or obligation*

**SOVA**

*We see what others don't*

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# Tax Compliance Checklist

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## 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](http://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

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