SMALL BUSINESS · 2026-27

ATO Obligations Cheat Sheet

The twelve things the ATO, ASIC and your state revenue office expect from you — and when.

1 Company tax return & tax payment

Reports income, deductions and tax owed for the year. Through a registered tax agent most small companies lodge and pay by **15 May**; some are due earlier.

Rate: **25%** for base rate entities (turnover under $50m), otherwise **30%**.

2 BAS (Business Activity Statement)

Reports GST, PAYG withholding and PAYG instalments.

Monthly: 21st of the next month.
Quarterly: 28 Oct, 28 Feb, 28 Apr, 28 Jul.

Lodging through a tax agent usually gives you extra time on quarterly BAS.

3 PAYG instalments

Prepayments of next year's income tax, paid through your BAS or IAS.

They spread the tax bill across the year so May doesn't arrive as a shock. They're estimates, so they can be varied if profit drops.

4 PAYG withholding

Tax you withhold from wages and pay to the ATO with your BAS.

Pay a supplier who doesn't quote an ABN and you must withhold **47%**.

This money is held in trust — it isn't working capital.

5 Super — Payday Super NEW

From **1 July 2026** the 12% super guarantee must reach the employee's fund within **7 business days of each payday**. The old quarterly deadline and the ATO's small business clearing house are gone.

Late super attracts the SG charge — and it isn't deductible.

6 Single Touch Payroll (STP)

Report wages, tax withheld and super to the ATO every pay run through STP-enabled software.

Finalise by 14 July

7 GST

Register within 21 days of turnover reaching **$75,000** ($150,000 for non-profits). Taxi and rideshare drivers register from day one.

Keep a tax invoice for purchases over **$82.50** (incl. GST) to claim the credit.

8 Fringe Benefits Tax (FBT)

Applies to benefits given to employees — cars, loans, paid private expenses.

FBT year runs 1 April to 31 March.

Return 21 May · 25 June via agent

9 Payroll tax & TPAR

Payroll tax is a state tax. Register once wages pass your state's threshold; monthly returns plus an annual reconciliation.

TPAR: pay contractors in building, cleaning, courier, freight, IT or security? Lodge by **28 August**.

10 Director ID, ASIC & your details

Every director needs a **Director ID**. Pay the ASIC annual review fee on your review date.

Tell ASIC about company changes within 28 days, and keep your ABN details current.

11 Record keeping

Keep invoices, receipts, bank statements, BAS and payroll records for **5 years** — in English, and in a form the ATO can read.

Records in Xero, backed up, count.

12 Directors: the personal risk

Unpaid PAYG withholding, GST and super can become **personal debts** through a Director Penalty Notice.

Lodge on time even if you can't pay. Lodging within 3 months keeps your options open.

Stop finding out at tax time. Know every month.

Accounting Plus packages include monthly profit-and-loss visibility, your ATO lodgments handled by a registered tax agent, three planning calls a year and Xero.

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General information only, current as at September 2026. It is not advice about your circumstances. Tax rules change and your obligations may differ — speak with us or another registered tax agent before acting.

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