

Perth Small Business Tax Checklist 2026

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Use this checklist every financial year to ensure you're ready for tax time, lodging BAS on time, and not leaving deductions unclaimed. Tick each item as you go. If anything is unclear, book a free call with Reacco.

SECTION 1 Income Records

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| ■ All invoices issued during the financial year | ■ Government grants or stimulus payments received
<i>Usually taxable — check with your accountant</i> |
| ■ Cash sales records (receipts, POS reports) | ■ Interest earned on business savings accounts |
| ■ Bank statements — all business accounts (12 months)
<i>Download direct from your bank</i> | ■ Any asset sales (equipment, vehicles, property) |
| ■ PayPal, Stripe or other payment platform summaries | ■ Foreign income (if applicable) |

SECTION 2 Business Deductions to Claim

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|---|--|
| ■ Rent or home office expenses
<i>Home office: fixed rate (67c/hr) or actual cost method</i> | ■ Accounting and legal fees
<i>Tax deductible in the year paid</i> |
| ■ Phone & internet — business percentage only
<i>Estimate business vs personal split</i> | ■ Marketing and advertising costs |
| ■ Vehicle expenses & logbook
<i>ATO requires a valid 12-week logbook</i> | ■ Bank fees and payment processing fees |
| ■ Tools, equipment and work-related purchases | ■ Business insurance premiums |
| ■ Software subscriptions (Xero, Microsoft 365, etc.) | ■ Superannuation contributions (self-employed)
<i>Claim up to the concessional cap — \$30,000 for 2025–26</i> |
| ■ Professional development, courses, memberships | ■ Instant asset write-off eligible purchases
<i>Check current ATO threshold before claiming</i> |

SECTION 3 Payroll & Employees

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| ■ PAYG withholding summary for all employees | ■ Annual leave and long service leave balances recorded |
| ■ Single Touch Payroll (STP) finalisation complete
<i>Must be done by 14 July each year</i> | ■ Payroll tax obligations checked
<i>WA threshold: \$1,000,000 annual wages</i> |
| ■ Superannuation paid for all eligible employees
<i>Super is only deductible when actually paid</i> | ■ WorkCover / workers' compensation up to date |

SECTION 4 BAS & GST

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| ■ GST collected recorded on all taxable sales | ■ PAYG instalments up to date |
| ■ GST credits (input tax credits) on purchases
<i>Keep all tax invoices over \$82.50</i> | ■ Fuel tax credits claimed if applicable
<i>Tradies, transport operators, agriculture</i> |
| ■ All quarterly BAS lodged and paid on time | ■ Luxury car tax / wine equalisation tax (if relevant) |

SECTION 5 Key ATO Deadlines 2025–26

Date	Obligation	Date	Obligation
28 Oct 2025	Q1 BAS (Jul–Sep)	28 Jul 2026	Q4 BAS (Apr–Jun)
28 Feb 2026	Q2 BAS (Oct–Dec)	14 Jul 2026	STP finalisation (employers)
28 Apr 2026	Q3 BAS (Jan–Mar)	28 Jul 2026	Super guarantee Q4 payment
31 Oct 2026	Tax returns via agent	28 Oct 2026	Q1 BAS 2026–27 (Jul–Sep)

SECTION 6 Record Keeping (ATO: 5-Year Minimum)

- All financial records kept for minimum 5 years
ATO requirement — applies to digital records too
- Business and personal bank accounts kept separate
Mixed accounts = higher accounting fees
- Xero (or accounting software) reconciled monthly
Don't leave reconciliation until tax time
- Vehicle logbook current
Must have been completed within the last 5 years
- Receipts matched to transactions in Xero
- Contracts and agreements filed
Leases, client contracts, supplier agreements

SECTION 7 Before Your Reacco Appointment

- Xero / accounting file access shared with Reacco
- Any ATO correspondence or notices
Never ignore ATO letters — bring them all
- Bank statements downloaded and ready
- Prior year tax return (if new to Reacco)
- List of major purchases or asset sales during the year
- Questions written down
No such thing as a dumb tax question

Need help with any of this? Reacco are CA ANZ Chartered Accountants in Perth. Fixed-fee pricing, no surprises. Free initial consultation.

Book a free call
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This checklist is general in nature and does not constitute financial or tax advice. Individual circumstances vary — always consult a registered tax agent for advice specific to your situation. Reacco Chartered Accountants | ATO Registered Tax Agent | CA ANZ | reaccoaccounting.com.au