

BAS PREP CHECKLIST

A simple step-by-step guide to make BAS
time less stressful



BAS time doesn't have to be stressful. This checklist will help you get organised and make sure the key steps are covered before you lodge. Use it as a guide to stay on track and avoid last-minute stress.

What You'll Need

☒ Bank & credit card statements for the period _____

☒ Sales invoices & receipts _____

☒ Supplier tax invoices _____

☒ Payroll reports _____

1) Before You Start

☐ Confirm BAS period & frequency (monthly or quarterly) _____

☐ Confirm accounting method (cash or accrual) _____

☐ Know what you must report: GST, PAYG Withholding (W1/W2), PAYG Instalments (T1/T5) if applicable _____

2) Capture & Code Transactions

- ☐ Ensure bank feeds are up to date and accounts reconciled to statement balances
- ☐ All income & expenses coded with correct GST tax codes
- ☐ No GST claimed on GST-free items (ATO Payments, bank fees, wages, super, fines, loan repayments, private expenses)
- ☐ Check GST in only claimed on the business use portion of expenses
- ☐ Supplier tax invoices on file for GST credits
- ☐ Record cash, petty cash & reimbursements

3) Payroll Checks (if applicable)

- ☐ W1 = total gross wages/other payments for the period
- ☐ W2 = PAYG tax withheld matches payroll reports
- ☐ STP lodged for every pay run
- ☐ Super accrued correctly and paid by the due date (not on BAS, but check!)

4) GST Review

- ☐ 1A (GST on sales) agrees to GST collected
- ☐ 1B (GST on purchases agrees to GST credits
- ☐ G1 total sales matches your reports
- ☐ GST-free sales correctly coded as GST-free
- ☐ Consider Fuel Tax Credits if eligible

5) Reconciliations

- ☐ All bank, credit card & loan accounts reconcile to statements
- ☐ Check there are no duplicate or missing transactions

6) Prepare the BAS

- ☐ Correct period and method selected in software
- ☐ Review BAS labels: G1, 1A, 1B, W1, W2 T1/T5 (if applicable)
- ☐ If varying a PAYG Instalment, document reason and method
- ☐ Obtain approval before lodging (if required)

7) Lodge & Pay

- ☐ Lodge via your accounting software or Online Services for Business
- ☐ Note your due date
- ☐ Record payment or arrange an ATO payment plan if needed
- ☐ Save your lodgement receipt & BAS PDF

If this checklist feels overwhelming, you're not alone. Many small business owners prefer to hand BAS over to a registered agent. That's where I can help - I prepare, review and lodge BAS accurately and on time, giving you peace of mind and more hours back in your week.

