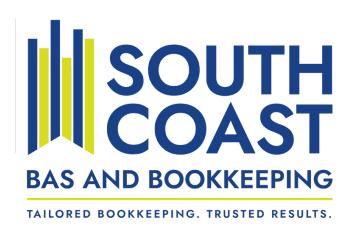
## BAS PREP CHECKLIST

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) <b>P</b> ay	roll 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)



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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.

