



ATO Registration and Setup Template

ATO Compliance | Australia
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Prepared By: [Name]

Date: [DD/MM/YYYY]

Financial Year: [FY 20XX-XX]

1. BUSINESS INFORMATION

Legal Business Name	[	]
Trading Name (if different)	[	]
ABN (Australian Business Number)	[	]
ACN (if applicable)	[	]
TFN (Tax File Number)	[	]
Business Structure	Sole Trader / Partnership / Company / Trust / Other	
Industry / ANZSIC Code	[	]
Date of Business Establishment	[	]
State / Territory	[	]
Registered Business Address	[	]
Principal Place of Business	[	]
Postal Address	[	]
Primary Contact Name	[	]
Primary Contact Phone	[	]
Primary Contact Email	[	]

2. ATO REGISTRATIONS

Registration Type	Status	Effective Date / Registration Date	Reference / Registration No.
ABN Registration	Registered / Not Registered		
GST Registration	Registered / Not Registered		

PAYG Withholding	Registered / Not Registered
PAYG Instalments	Active / Not Active
Fringe Benefits Tax (FBT)	Registered / Not Registered
Fuel Tax Credits	Registered / Not Registered
Luxury Car Tax (LCT)	Registered / Not Registered
Wine Equalisation Tax (WET)	Registered / Not Registered
Single Touch Payroll (STP)	Active / Not Active
Taxable Payments Reporting (TPAR)	Required / Not Required

3. GST SETUP

GST Registration Status	Registered / Voluntary / Not Registered
GST Effective Start Date	[]
GST Reporting Cycle	Monthly / Quarterly / Annually
Accounting Basis	Cash / Accrual
Annual GST Turnover (est.)	[]
GST Agent / Tax Agent	[]
BAS Lodgement Method	Online (myGov / ATO Portal) / Tax Agent / Paper
GST Branch Registration	Yes / No

4. PAYG SETUP

PAYG Withholding — Status	Registered / Not Registered
PAYG Withholding Start Date	[]
Number of Employees	[]
Payroll Frequency	Weekly / Fortnightly / Monthly
Single Touch Payroll (STP) Status	Active / Exempt / Not Yet Active
STP Software Used	[]
PAYG Instalments — Status	Active / Opted Out / Not Applicable
PAYG Instalment Amount / Rate	[]
Variation Lodged (if any)	Yes / No

5. SUPERANNUATION SETUP

Super Guarantee Rate (current)	[]
Super Payment Frequency	Quarterly / Monthly / Other
SuperStream Compliance	Compliant / Pending / Not Set Up
Default Super Fund Name	[]
Default Super Fund ABN	[]
Default Super Fund USI	[]
Stapled Super Fund Process	In Place / Not Set Up
SGC Liability Risk	Low / Medium / High

6. TAX AGENT / AUTHORISED REPRESENTATIVE

Tax Agent Name	[]
Tax Agent Registration No.	[]
Tax Agent Phone	[]
Tax Agent Email	[]
Authorised to Lodge BAS	Yes / No
Authorised to Lodge ITR	Yes / No
ATO Online Services Access	Business Portal / myGov / Tax Agent Portal
Access Manager Updated	Yes / No / Pending

7. AUTHORISATION & SIGN-OFF

Role	Name	Signature	Date
Business Owner / Director		_____	_____
Finance Manager		_____	_____
Tax Agent		_____	_____

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