



## ATO Deadline and Lodgement Tracker

ATO Compliance | Australia  
hashmicro.com

Prepared By: [Name]

Date: [DD/MM/YYYY]

Financial Year: [FY 20XX–XX]

### 1. BUSINESS DETAILS

Business Name

[ ]

ABN

[ ]

Financial Year

FY 20XX – 20XX

GST Reporting Cycle

Monthly / Quarterly / Annually

Tax Agent Name

[ ]

Tax Agent Reference No.

[ ]

ATO Client Reference No.

[ ]

Prepared By

[ ]

### 2. BAS LODGEMENT SCHEDULE

| BAS Period | Period Covered | Standard Due Date | Agent Extended Due | Date Lodged | Lodgement Method | Amount Payable (\$) | Date Paid | Status                     | Notes |
|------------|----------------|-------------------|--------------------|-------------|------------------|---------------------|-----------|----------------------------|-------|
| Q1 — BAS   | Jul – Sep      | 28 Oct            | 25 Nov (via agent) |             | Online / Agent   | \$                  |           | Lodged / Pending / Overdue |       |
| Q2 — BAS   | Oct – Dec      | 28 Feb            | 28 Feb             |             | Online / Agent   | \$                  |           | Lodged / Pending / Overdue |       |
| Q3 — BAS   | Jan – Mar      | 28 Apr            | 26 May (via agent) |             | Online / Agent   | \$                  |           | Lodged / Pending / Overdue |       |
| Q4 — BAS   | Apr – Jun      | 28 Jul            | 25 Aug (via agent) |             | Online / Agent   | \$                  |           | Lodged / Pending / Overdue |       |

### 3. INCOME TAX RETURN (ITR) SCHEDULE

| Obligation                       | Financial Year | Standard Due Date | Agent Due Date     | Date Lodged | Tax Payable (\$) | Date Paid | Status                     | Notes |
|----------------------------------|----------------|-------------------|--------------------|-------------|------------------|-----------|----------------------------|-------|
| <b>Company Tax Return</b>        | 20XX–XX        | 28 Feb            | Varies (via agent) |             | \$               |           | Lodged / Pending / Overdue |       |
| <b>Trust Tax Return</b>          | 20XX–XX        | 31 Oct            | Varies             |             | \$               |           | Lodged / Pending / Overdue |       |
| <b>Partnership Tax Return</b>    | 20XX–XX        | 31 Oct            | Varies             |             | \$               |           | Lodged / Pending / Overdue |       |
| <b>Individual ITR (Director)</b> | 20XX–XX        | 31 Oct            | Varies             |             | \$               |           | Lodged / Pending / Overdue |       |
| <b>SMSF Annual Return</b>        | 20XX–XX        | 28 Feb            | Varies             |             | \$               |           | Lodged / Pending / Overdue |       |

### 4. PAYG & PAYROLL OBLIGATIONS

| Obligation                                  | Frequency   | Due Date                 | Period Covered | Amount (\$) | Date Paid / Lodged | Status              | Notes |
|---------------------------------------------|-------------|--------------------------|----------------|-------------|--------------------|---------------------|-------|
| <b>PAYG Withholding — Small Withholder</b>  | Quarterly   | 28 Oct / Feb / Apr / Jul |                | \$          |                    | Paid / Pending      |       |
| <b>PAYG Withholding — Medium Withholder</b> | Monthly     | 21st of following month  |                | \$          |                    | Paid / Pending      |       |
| <b>PAYG Withholding — Large Withholder</b>  | Weekly      | Within 7 days of payroll |                | \$          |                    | Paid / Pending      |       |
| <b>PAYG Instalments</b>                     | Quarterly   | 28 Oct / Feb / Apr / Jul |                | \$          |                    | Paid / Pending      |       |
| <b>STP — Pay Event</b>                      | Each Payday | Each pay run             |                | N/A         |                    | Submitted / Pending |       |
| <b>STP — EOFY Finalisation</b>              | Annually    | 14 July                  |                | N/A         |                    | Finalised / Pending |       |

### 5. SUPERANNUATION PAYMENT DEADLINES

| Super Quarter | Quarter Covered | Payment Due Date | Amount Due (\$) | Date Paid | Fund(s) Paid To | SuperStream Confirmed | Status                |
|---------------|-----------------|------------------|-----------------|-----------|-----------------|-----------------------|-----------------------|
| Q1 Super      | 1 Jul – 30 Sep  | 28 Oct           | \$              |           |                 | Y / N                 | Paid / Late / Pending |
| Q2 Super      | 1 Oct – 31 Dec  | 28 Jan           | \$              |           |                 | Y / N                 | Paid / Late / Pending |
| Q3 Super      | 1 Jan – 31 Mar  | 28 Apr           | \$              |           |                 | Y / N                 | Paid / Late / Pending |
| Q4 Super      | 1 Apr – 30 Jun  | 28 Jul           | \$              |           |                 | Y / N                 | Paid / Late / Pending |

## 6. FBT & OTHER ANNUAL OBLIGATIONS

| Obligation                            | FBT Year / Period | Due Date                  | Amount (\$) | Date Lodged / Paid | Status                 | Notes |
|---------------------------------------|-------------------|---------------------------|-------------|--------------------|------------------------|-------|
| FBT Return                            | 1 Apr – 31 Mar    | 21 May (21 Jun via agent) | \$          |                    | Lodged / Pending / N/A |       |
| FBT Instalment — Q1                   | Apr – Jun         | 28 Jul                    | \$          |                    | Paid / N/A             |       |
| FBT Instalment — Q2                   | Jul – Sep         | 28 Oct                    | \$          |                    | Paid / N/A             |       |
| FBT Instalment — Q3                   | Oct – Dec         | 28 Feb                    | \$          |                    | Paid / N/A             |       |
| Taxable Payments Annual Report (TPAR) | FY                | 28 Aug                    | \$          |                    | Lodged / N/A           |       |
| Fuel Tax Credits — BAS                | Per BAS Period    | With BAS                  | \$          |                    | Claimed / N/A          |       |
| Luxury Car Tax                        | Per BAS Period    | With BAS                  | \$          |                    | Paid / N/A             |       |
| Wine Equalisation Tax (WET)           | Per BAS Period    | With BAS                  | \$          |                    | Paid / N/A             |       |

## 7. UPCOMING DEADLINES — ROLLING 90-DAY VIEW

| Due Date | Obligation | Amount Est. (\$) | Responsible Person | Lodgement Method      | Priority            | Status         |
|----------|------------|------------------|--------------------|-----------------------|---------------------|----------------|
|          |            | \$               |                    | Online / Agent / Post | High / Medium / Low | Pending / Done |

|  |    |                       |                     |                |
|--|----|-----------------------|---------------------|----------------|
|  | \$ | Online / Agent / Post | High / Medium / Low | Pending / Done |
|  | \$ | Online / Agent / Post | High / Medium / Low | Pending / Done |
|  | \$ | Online / Agent / Post | High / Medium / Low | Pending / Done |
|  | \$ | Online / Agent / Post | High / Medium / Low | Pending / Done |
|  | \$ | Online / Agent / Post | High / Medium / Low | Pending / Done |
|  | \$ | Online / Agent / Post | High / Medium / Low | Pending / Done |
|  | \$ | Online / Agent / Post | High / Medium / Low | Pending / Done |
|  | \$ | Online / Agent / Post | High / Medium / Low | Pending / Done |
|  | \$ | Online / Agent / Post | High / Medium / Low | Pending / Done |

## 8. OVERDUE OBLIGATIONS & PENALTY LOG

| Obligation | Original Due Date | Days Overdue | Penalty / GIC Applied (\$) | Action Taken | Resolution Date | Status             |
|------------|-------------------|--------------|----------------------------|--------------|-----------------|--------------------|
|            |                   |              | \$                         |              |                 | Resolved / Ongoing |
|            |                   |              | \$                         |              |                 | Resolved / Ongoing |
|            |                   |              | \$                         |              |                 | Resolved / Ongoing |
|            |                   |              | \$                         |              |                 | Resolved / Ongoing |
|            |                   |              | \$                         |              |                 | Resolved / Ongoing |

## 9. SIGN-OFF

| Role                      | Name | Signature | Date |
|---------------------------|------|-----------|------|
| Finance Manager           |      | _____     | —    |
| Business Owner / Director |      | _____     | —    |

Tax Agent

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