

## FIRST THINGS FIRST...

## NEW BUSINESS REGISTRATION CHECKLIST

Before starting this course make sure you have:

YOURS

☐ Australian Business Number (ABN)

🔗 Register online, visit [www.abr.gov.au](http://www.abr.gov.au)

☐ Tax File Number (TFN)

Sole traders can use their existing personal TFN when in business, but partnerships, trusts and companies will need their own. Apply for a TFN on the ABN application form.

🔗 For more information visit [www.ato.gov.au](http://www.ato.gov.au)

☐ Goods & Services Tax (GST)

If you have or expect to have GST turnover of \$75 000 or more.

Register for GST on the ABN application form.

☐ Pay As You Go (PAYG) withholding

If you have employees or pay employees of another business.

Register for PAYG withholding on the ABN application form.

☐ A business name

Australian Business name registrations are handled by ASIC

🔗 Register with ASIC Connect by visiting [www.asicconnect.asic.gov.au](http://www.asicconnect.asic.gov.au)

☐ A domain name

To use a '.com.au' or '.net.au' domain name, you must have either an Australian Company Number (ACN) or Australian Business Number (ABN) first.