



Your small business tax calendar

What is your small business tax calendar?

Your small business tax calendar is an easy-to-use computer tool that will help you plan and manage your tax obligations and give you timely reminders.

It automatically builds a 12-month schedule tailored to your business lodgment and payment needs.

You can:

- personalise it in around 10 minutes when you answer specific questions about your business
- use it to record personal notes and reminders
- update it at any time if you change your business structure or reporting obligations
- print a one-page summary of your tax obligations and due dates for the year to use as a yearly planner
- receive a reminder through Microsoft Outlook or from your computer system when a lodgment or payment is due.

If you run:

- more than one business, you can set up a unique tax calendar for each business
- a bookkeeping service, you can set up a unique tax calendar for each of your clients.



If you use Microsoft Windows 2000, XP, Vista or Windows 7, you can download and use a [free copy of the tax calendar](#) for the 2010-11 financial year.

You should get the latest version of the tax calendar at the beginning of each financial year to ensure you have the latest information for lodgments and payments.

If you have installed a previous version, you will need to uninstall it before installing this latest version. We recommend you print your calendars before doing this.

To uninstall the tax calendar, open your Control Panel and select: 'Add or Remove Programs' – 'Your small business tax calendar' – 'Remove'.



If you set reminders in Outlook using the 2009–10 tax calendar, remember to remove them after you have installed the new version.

To remove reminders, install the new version, run the 'Your small business tax calendar' icon on your desktop and then select: 'Tools' – 'Remove Outlook reminders'.

To receive email notifications about updates to the tax calendar, email your name, Australian business number (ABN) and contact details to taxcalendar@ato.gov.au.

To provide us with feedback about the tax calendar, email us at taxcalendar@ato.gov.au

Who can use the tax calendar?

Your small business tax calendar was designed for use by small businesses, including sole traders, with an annual turnover of \$2 million or less.

The tax calendar can be used by endorsed charities, deductible gift recipients and non-profit organisations.



The tax calendar is not for:

- businesses with an annual turnover of more than \$2 million
- companies involved in overseas shipping, insurance and re-insurance, or controlling non-residents' money.

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Our commitment to you

We are committed to providing you with accurate, consistent and clear information to help you understand your rights and entitlements and meet your obligations.

If you follow our information and it turns out to be incorrect, or it is misleading and you make a mistake as a result, we will take that into account when determining what action, if any, we should take.

Some of the information on this website applies to a specific financial year. This is clearly marked. Make sure you have the information for the right year before making decisions based on that information.

If you feel that our information does not fully cover your circumstances, or you are unsure how it applies to you, contact us or seek professional advice.

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