

RESOURCE GUIDE

Common BAS Mistakes to Avoid

Avoid simple GST errors that can cost your business time and money.



Bookkeeping support built for local businesses — Karratha & the Pilbara

As a BAS Agent, I've seen the same handful of mistakes trip up busy business owners again and again — and they're easy to avoid once you know what to look for.

Here's a rundown of the most common ones, and how having the right support behind you helps you steer clear of them. — **Thilini**

The Common Mistakes to Watch For

- 1 Incorrect GST reporting.** GST gets missed on taxable sales, claimed on expenses that don't qualify, or mixed up with GST-free and input-taxed sales. I review your transactions carefully so GST is applied correctly every time.
- 2 Missing deadlines.** A missed BAS deadline means fines from the ATO — usually because things got busy and a date slipped by. I keep you on track with reminders and timely lodgements, so nothing gets missed.
- 3 Incorrect classification of transactions.** Mixing up private and business expenses, or miscoding capital purchases, throws off your BAS. I make sure every transaction is categorised correctly in Xero.
- 4 Over or underclaiming GST credits.** Claiming too much (or missing eligible claims) can hurt your cash flow and draw ATO attention. I check your expense claims so you get exactly what you're entitled to — no more, no less.
- 5 Forgetting to report PAYG withholding.** If you have employees, PAYG withholding needs to be reported in your BAS too. It's included as standard as part of my BAS service, so it's never overlooked.
- 6 Skipping regular reconciliation.** Bank reconciliations left to "do later" often don't get done at all, building a backlog that's expensive to untangle at year-end. Regular reconciliation is one of the simplest ways to avoid this — and it's something I handle for you, month in, month out.
- 7 DIY tax mistakes.** Handling BAS and tax alone can seem like it saves money, but calculation errors, missed deductions, or incorrect filings often end up costing more in the long run. My expertise means accuracy, compliance, and making sure you claim everything you're entitled to.
- 8 Manual errors in BAS preparation.** Preparing a BAS by hand leaves more room for calculation slips, missed fields, and data entry errors. I use the right tools and a consistent process to keep BAS preparation accurate.

Why Businesses Choose TR Accounting Services for BAS

- **Expert knowledge** — as a registered BAS Agent, I stay up to date with current ATO regulations and guidelines
- **Tailored support** — from quarterly BAS checks through to full-service bookkeeping, matched to what your business actually needs
- **Friendly service** — approachable, professional support every step of the way

Need a hand?

Avoiding these common mistakes can save you time, money, and unnecessary stress. Whether it's GST reporting, transaction classification, or simply keeping on top of deadlines, I'm here to help keep your BAS accurate and on time.

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