NEW BUSINESS · ABN CHECKLIST 2026

Got Your ABN? Here Is What Comes Next.

The eight steps after your ABN in the order that saves rework, and why the phone number you choose in the first fortnight follows your business for years.

The eight steps, in order

1. **Link your ABN to myID and RAM** so you can use ATO online services.
2. **Register your business name** with ASIC unless you trade under your own name. $47 for one year or $108 for three (2026–27).
3. **Decide on GST.** Required once turnover reaches or is expected to reach $75,000. Taxi and ride-share from the first dollar.
4. **Open a business bank account** and connect bookkeeping software. Keep records for five years.
5. **Sort insurance.** Workers compensation is compulsory if you employ.
6. **Get your business phone number**, before anything is printed or published.
7. **Domain, email and Google Business Profile**, all using that number.
8. **Put scam guards in place** before the fake renewal notices arrive.

Employing someone? Payday Super started on 1 July 2026

Super now has to be paid at the same time as wages, not quarterly. Choose payroll software that handles it from the start. The ABN itself is free through the Australian Business Register, so **ignore any site that charges for one**.

Why the first phone number matters so much

- **It spreads.** Within a year it is on the van, the quotes, the Google profile, reviews and in customers' phones.
- **It sticks.** Other people hold the copies, so changing it means old listings stop reaching you.
- **It speaks.** How the call is answered is often a customer's first real contact with you.
- **It scales.** The system behind it decides whether you can hire, rest or holiday without missing calls.

Early on, every missed call is a lost job

A new business has no pipeline of repeat work yet. When you are on the tools or driving, **the phone system decides what happens to the call**: a second person, a text back, an AI receptionist, or a voicemail most callers will not leave a message on.

Personal mobile versus a business number

Situation	Personal mobile	Business number (app on the same phone)
After hours	Every call reaches you, or none do	Hours set once, voicemail or AI after hours
Holidays	Take calls on the beach or miss them	Forward for the week
First hire	They cannot answer your phone	Add a user, it rings both
Calling back	Customers save your personal number	Shows the business number
Selling up	The number stays attached to you	Transfers with the business

Decide on day one

- [ ] Type of number: local, 1300/1800 or mobile
- [ ] Held in the business's name and portable
- [ ] Where it rings now, and later
- [ ] Business hours
- [ ] What happens to missed calls
- [ ] A support team you can actually ring

Two checks people skip

- **000 address.** Give your provider the correct address for emergency calls.
- **Caller ID.** New or badly set up numbers get flagged as possible scams.

Your first 30 days

When	What to get done
Week 1	myID and RAM. Business name. Accountant on GST and structure.
Week 2	Bank account and bookkeeping. Insurance. Business number, hours, missed call handling.
Week 3	Domain and email. Google Business Profile. Cards and signage.
Week 4	Website. Save real ASIC, ATO and bank contacts. Ring your own number at 7pm.

The scams that find new ABNs

ABN details are public, so new businesses get fake business name renewals and directory offers at several times the real fee. **Renew only through ASIC's own site from a bookmark**, check invoices against suppliers you engaged, and call back unexpected callers on a number you already have.