

Automotive Business Checklist



TICK EACH BOX AS THE TASKS ARE COMPLETED

This document can be printed or used electronically.

BILLS AND OVERHEADS

Talk to bank about deferring loan payments

Speak with council about rates deferral or relief

Talk to utility companies about payment plans or deferring bills

Speak with landlord about rental arrangements

SUPPLIERS

Delay non-essential suppliers such as cleaning and waste removal

GOVERNMENT ASSISTANCE

Make sure accountant or book keeper is lodging on time business activity statements (BAS) for tax credit payments

Apply for relevant apprentice subsidies

Call the MTA to ask any questions

Assess any reductions to businesses turnover for JobKeeper eligibility

Register for JobKeeper Payment updates on <https://www.ato.gov.au/general/gen/JobKeeper-payment/>

FINANCIAL ADVICE

Arrange an appointment with my accountant and financial adviser to plan ahead

CUSTOMERS

Email, phone social media and direct mail to customers to let them know we're still open for business

Register on www.stillhere.com.au and use the hashtag **#openforbusiness**

Update relevant business signage
https://mtaofsa.com.au/Covid_signage

STAFF

Talk to your employees about agreeing to:

Reduce hours

Reduce pay rates

Take annual leave

Take long service leave

Consider stand down of employees if required

Consider redundancies if required