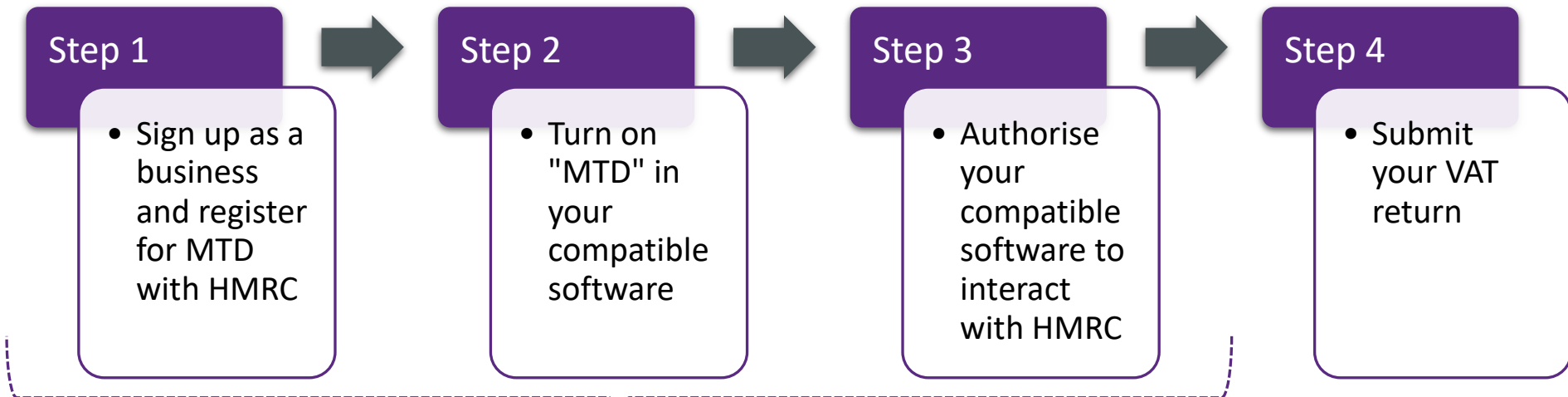# Preparing for Making Tax Digital (MTD)

The following instructions will apply to you **if you file your own VAT returns** – if we prepare and submit your VAT returns on your behalf, then we will complete this process for you.

Preparing for MTD

Step 1	Step 2	Step 3	Step 4
• Sign up as a business and register for MTD with HMRC	• Turn on "MTD" in your compatible software	• Authorise your compatible software to interact with HMRC	• Submit your VAT return

Steps 1 – 3 MUST be completed at least 7 days before your next VAT return is due as follows:

Quarter ended	Filing deadline	MTD registration deadline
30 June 2019	7 August 2019	31 July 2019
31 July 2019	7 September 2019	31 August 2019
31 August 2019	7 October 2019	30 September 2019

Important information BEFORE you sign up for MTD…

Do NOT sign up for MTD until:

- **You have received any repayments due from your previous VAT quarter (if applicable)**
- **The payment for your VAT liability has been fully settled for the previous quarter (if applicable) (i.e. after 12th of the previous month)**

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Step 1: Sign up as a business and register for MTD with HMRC

To do this you will need to visit **https://www.gov.uk/guidance/sign-up-for-making-tax-digital-for-vat**

Here you will find a full list of all documentation you will need to sign up - which includes your **Government Gateway user ID and password**. Make sure you have everything easily to hand to make this process run smoothly.

Important: if you have lost your Government Gateway user ID and / or password then you will need to request new login details which could take up to 10 days to process. Check that you have these safely before you do anything else!

Once you have all the documentation you need, scroll down the page until you reach the Sign Up section and follow the link to **sign up your own business**.

This will take you to an online set-up process that you need to follow. You need to provide all the necessary information and pass the security checks to complete the process. Once this has been done it will take **72 hours** for HMRC to confirm by email that your registration has been successful.

Step 2: Turn on "MTD" in your compatible software

Once you have received your confirmation email from HMRC advising that your MTD registration has been successful, then you can switch on the MTD functionality in your compatible software (generally found in "VAT settings").

We would expect your specific software provider to have been in touch with you personally about how to deal with this – and if you have any problems the best thing to do would be to contact them directly – although we do have experience with QuickBooks Online, Sage and Xero.

Step 3: Authorise your compatible software to interact with HMRC

Once step 2 has been completed and while you are still logged into your chosen compatible software, you will also be able to authorise HMRC to interact with your software.

We hope that this helps you with the registration process for MTD, but if you have any queries then we are always happy to help – just get in touch with your usual Jerroms contact on either 0121 693 5000 for our Solihull office or 01527 833124 for our Bromsgrove office.

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