



Your Making Tax Digital (MTD) checklist

MTD has been in effect since 1 April 2019 for businesses with a turnover greater than the UK VAT threshold. The threshold is currently £85,000. In April 2022, MTD was extended to include all VAT registered businesses. If you are VAT registered (regardless of yearly turnover), you must sign up for MTD. Here's what you need to get started with Making Tax Digital:

☐ MTD-ready software

MTD requires businesses to use compatible software, to maintain their digital records and submit quarterly updates to HMRC. You can no longer file your VAT returns in the same way they were submitted before MTD.

☐ VAT certificate

A VAT certificate is a document provided by HMRC confirming your business is registered for VAT. The certificate includes information like your VAT number and your date of registration.

☐ Business entity type

You need to tell HMRC what type of business you are registering. Common types of UK entities are a limited company (LTD), sole trader and partnership. **Depending on your entity type, you'll need extra information to register for MTD outlined below:**

Sole trader > Your National Insurance (NI) number.

Limited partnerships > Your company registration number, UTR and postcode of where you are registered for Self Assessment.

Limited companies or registered societies > Your company registration number and Unique Taxpayer Reference (UTR) for Corporation Tax.

General partnerships > Your UTR and postcode of where you are registered for Self Assessment.

☐ Contact details

You have to provide HMRC with your current contact details. This is to ensure that HMRC are able to update or contact you if they require any extra information.

☐ Business email address

HMRC uses email communication to contact you about VAT payments. If you're overdue, HMRC will use the email provided to warn you and ask for a prompt payment.

Remember: HMRC will never ask you to send any personal or financial information over email.