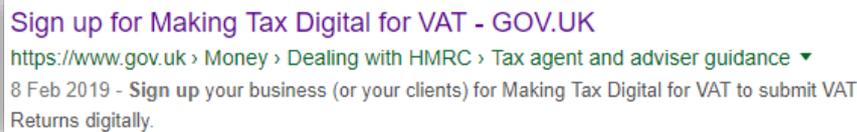


## Making Tax Digital (MTD) – Client Guide

HMRC have tried to make registering for MTD a smooth process, but as with any new online system, this is not always the case. We have prepared a guide for our clients to make this process as easy as possible. If at any time you are experiencing issues with the sign-up process, please do not hesitate to contact us.

### Step 1

Open a web browser, and search for *“Register for MTD”*. Click on *“Sign up for Making Tax Digital for VAT – GOV.UK”*:



Sign up for Making Tax Digital for VAT - GOV.UK  
<https://www.gov.uk> > Money > Dealing with HMRC > Tax agent and adviser guidance ▾  
8 Feb 2019 - Sign up your business (or your clients) for Making Tax Digital for VAT to submit VAT Returns digitally.

Scroll down to where it says: *“Sign up your own business”* and click the link in the box:

#### Sign up your own business

If you do not have a Government Gateway user ID, you can create one when you sign up.

[Sign up your own business.](#)

### Step 2

#### Do you have accounting software for managing your VAT records?

- Yes, I have accounting software
- No, I do not have accounting software

Continue

If you are already using an MTD-compliant bookkeeping package (e.g. Xero, Sage, QuickBooks), select *“Yes, I have accounting software”*.

# Fiander Tovell

Chartered Accountants

If you do not have an MTD compliant bookkeeping package, please contact us and we will be happy to help. If you are unsure whether your package is MTD compliant, you can either contact the vendor directly, or give us a call and we will help.

## Step 3

### Is your software ready to submit your Making Tax Digital for VAT Returns directly to HMRC?

Your software must work with Making Tax Digital for VAT.

You must check with your provider that your accounting software is ready to submit your VAT Returns directly to HMRC.

Yes, my software submits through Making Tax Digital for VAT

No, my software does not submit through Making Tax Digital for VAT

[Continue](#)

If you are using Xero, Sage or another cloud accounting package, this is likely to be MTD compliant. If this is the case, select *“Yes, my software submits through Making Tax Digital for VAT”*. If you are unsure, or do not think your package is MTD compliant, please contact your software supplier or us.

## Step 4

### Sign in using Government Gateway

Government Gateway user ID  
This could be up to 12 characters.

Password

[Sign in](#)

You will now be asked to sign in using your Government Gateway credentials. Once you sign in, you may be asked for further security checks, such as an access code texted to your phone.

## Step 5

### Do you have more than one VAT registered business?

Yes  No

Continue

Answer this question as applicable. If you select "Yes", you may be asked some extra questions to allow HMRC to link the businesses together. If you get stuck, please do not hesitate to contact us.

## Step 6

### What type of business are you registered as?

- Sole trader
- Limited company
- General partnership
- Limited partnership (including limited liability partnerships)
- VAT group
- CIO (charity)
- Administrative division
- Unincorporated association
- Trust
- Registered society (including community benefit societies and co-operative societies)
- Government organisations and public sector
- Other

Continue

Answer as applicable.

## Step 7

### What is your company registration number?

You can [search for your company number \(opens in a new window or tab\)](#) on Companies House.

Continue

Enter your company registration number (CRN). This can be found by searching for your company on the link provided, or you will find this on your certificate of incorporation. Alternatively, if you have a copy of your accounts to hand, the company number will be on the top of the front page. If you are unsure, please contact us.

## Step 8 (May or may not appear)

### What is your company's Unique Taxpayer Reference number?

You can find it on letters about Corporation Tax from HMRC. It is 10-digits and is sometimes called a UTR.

Continue

*(This step may or may not appear when you are registering for MTD. If you do not see this step after completing step 7, please ignore and continue to step 9).*

Please enter your company Unique Tax Reference number (UTR). This will usually be quoted on any letters from HMRC to you regarding Corporation Tax. If you are unsure of your UTR, please do not hesitate to contact us. This will also be on your Corporation Tax return (CT600) documents.

## Check your answers

### You've told us

What is your business type?	Limited company	<a href="#">Change</a>
What is your company number?	██████████	<a href="#">Change</a>
What is your company Unique Taxpayer Reference?	██████████	<a href="#">Change</a>

Continue

You will then be presented with the details you have entered. Check and confirm they are correct, and press “*Continue*”.

## Step 9

## What is the business email address?

We will email you to confirm you've signed up your business to use software to submit its VAT Returns (this can take up to 72 hours).

We'll email you a Direct Debit advance notice 10 working days before each payment is taken.

If you do not want to receive Direct Debit notices by email, you will need to cancel your Direct Debit.

For example, yourname@example.com

Continue

Enter the email address for which you wish to receive correspondence and confirmation about your taxes. You should receive an email from HMRC to confirm your account. Click the link in this email to continue with registration. This may start again from step 5. *Please note, the email from HMRC can take a while to receive (1-2 hours). Be sure to check your junk and/or spam box. You may also need to log in again on the HMRC website once you click the link.*

## Step 10 (For existing Direct Debit users)

### Direct Debit terms and conditions

You will need to read and agree to the [Direct Debit terms and conditions \(opens in a new window or tab\)](#) to continue.

[Agree and continue](#)

[I do not agree](#)

*If you are already set up to pay VAT via Direct Debit, this screen will appear. If you have not yet set up a Direct Debit, continue to step 11.*

If you are set up and would like continue paying by Direct Debit, please read the Direct Debit terms and conditions and then select *"Agree and continue"*.

## Step 11

### How should we contact the business about VAT?

We can email you when you have a new message about VAT in your HMRC account.

We may still need to send you letters if this is the only service available or if the law requires us to do so.

- Send emails to
- Send letters only

[Continue](#)

Choose your communication preferences.

## Step 12

### Send your application

By submitting this notification you are confirming that, to the best of your knowledge, the details you are providing are correct.

Accept and send

You will now be at the final stage. Click *“Accept and Send”* to send your registration for Making Tax Digital (MTD).

Once you have clicked *“Accept and Send”* you should see this, along with some information below:

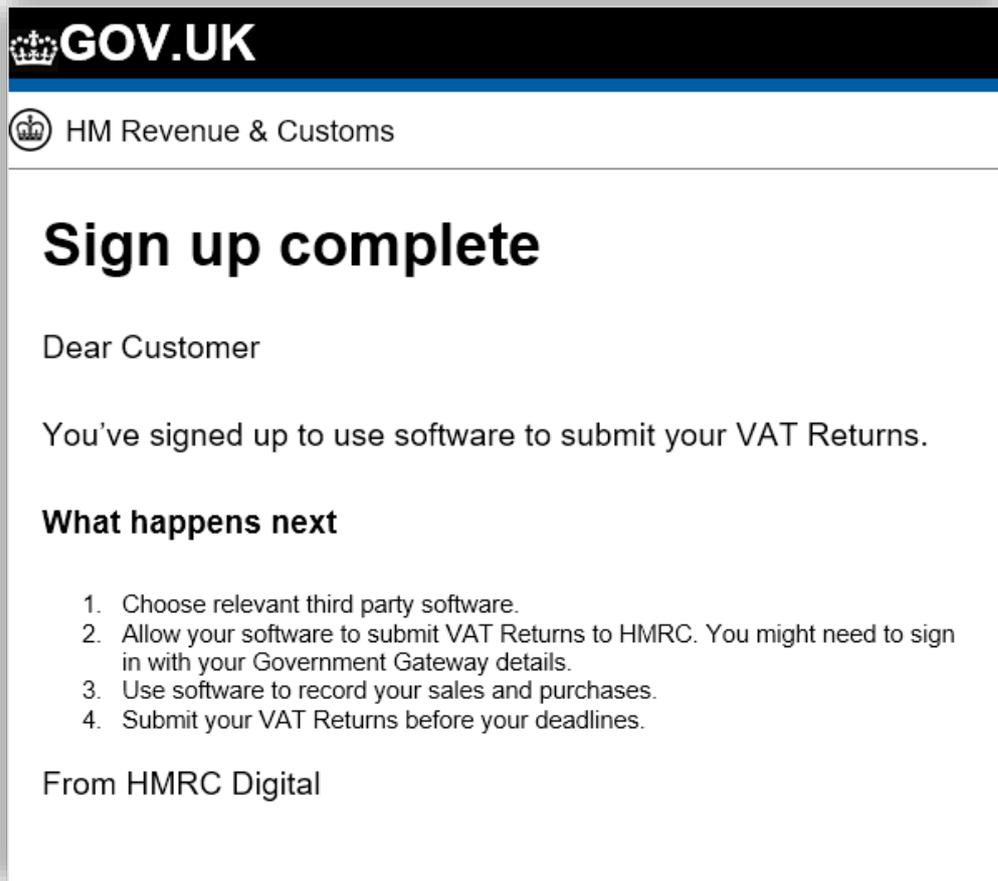
 HM Revenue & Customs

**We have received your  
information**

You will now need to wait up to 72 hours for HMRC to send you an email confirming your sign up to MTD has been successful (See step 13). Once you have received this confirmation email, you will now need to file any future VAT returns under the MTD regulations, via your software package. For any help with this, please do not hesitate to contact us.

## Step 13

You will receive an email from HMRC within 72 hours confirming that your sign up to MTD has completed. The email should look like this:



You are now ready to start filing VAT returns for MTD!