



# Signing up to Making Tax Digital for VAT – stepping stone guide for businesses

Following on from our article ‘Making Tax Digital for VAT – What should you do now?’ We have prepared this handy stepping stone guide through HMRC’s sign up process, as an aid to make the transition for your business as smooth as possible.

## Step 1 –

Check that your existing software is compatible for submitting VAT returns to HMRC under Making Tax Digital for VAT. The link is here for you to search against HMRC’s current list of software providers; <https://www.tax.service.gov.uk/making-tax-digital-software>

## Step 2 –

If your current software is not on the list, please give our dedicated Online Services team a call (details are at the bottom of this article) and we will do our best to advise you.

## Step 2a –

If your software is on the list, then you will need to check the correct time to sign up in accordance with the following grid;

VAT period	Digital records kept from	Deadline for filing 1 <sup>st</sup> MTD VAT
1 December 2018 – 28 February 2019	N/A	N/A
1 January 2019 – 31 March 2019	N/A	N/A
1 February 2019 – 30 April 2019	N/A	N/A
1 March 2019 – 31 May 2019	N/A	N/A
1 April 2019 – 30 June 2019	1 April 2019	7 August 2019
1 May 2019 – 31 July 2019	1 May 2019	7 September 2019
1 June 2019 – 31 August 2019	1 June 2019	7 October 2019

Please note that before you sign up, if you pay the VAT by Direct Debit, you will not be able to sign up in the 15 working days leading up to, or the 5 working days after sending a VAT return.

### Step 3 –

When the time is right, you will need to have the following information to hand;

- 1 Your Government Gateway user ID and password.
- 2 The VAT number of the business that is signing up.

### Step 4 –

Copy the following HMRC link in to your web browser to start the sign-up process;

<https://www.tax.service.gov.uk/vat-through-software/sign-up/have-software>

### Step 5 –

Answer the questions to navigate through the sign-up process.

### Step 6 –

Within the next 72 hours after the sign-up process, HMRC will send you an email confirming that the registration under Making Tax Digital for VAT has been completed.

### Step 7 –

You now must update your software settings to authorise the transmission of all future VAT returns to HMRC. This only needs to be done once as the settings will remain in place for the first and all future VAT submissions. If you are not sure how to do this, your software supplier will be able to help you.

### Step 8 -

Once the settings within the software have been changed, you are now able to submit your first Making Tax Digital for VAT return to HMRC.

**If your business needs support and advice in preparing for MTD, please email us at [enquires@krestonreeves.com](mailto:enquires@krestonreeves.com) or call +44 (0)330 124 1399 to arrange to speak with one of our specialists in London, Kent and Sussex.**

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