

MAKING TAX DIGITAL for VAT

Registration Guide

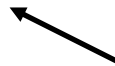


1. Before you begin, you will need:
 - Your government gateway username and password
 - The VAT registration number of the entity you'll be registering
2. Visit: <https://www.gov.uk/guidance/sign-up-for-making-tax-digital-for-vat>
3. Scroll down the page to the following area:

Sign up

Online services may be slow during busy times. Check if there are any [problems with this service](#).

Sign up now >



Click this button

4. You will then be taken to this screen:

Do you have accounting software for managing your VAT records?

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

Continue

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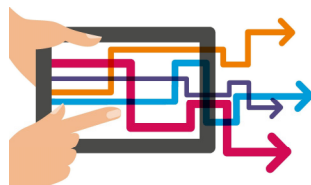
Choose the appropriate option for your business

Yes is for any software that is being used, whether it be full accounting software or bridging software

If no then please give us a call and we will help you put into place a method that works best for your business!



MAKING
TAX DIGITAL



Call us on: 03333 444 171

Email us at: mtd@sfb.group

Visit our website: www.sfb.group

5. The next screen that should appear is the following—the answer is yes even if you are intending to use bridging software (this will be the software that will submit your VAT return so id compliant).

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

6. You'll then be required to sign in with the user ID and password you usually use for submitting your VAT returns. Enter these details onto this screen:

Sign in using Government Gateway

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

Password

Sign in

7. The following screen queries how many VAT registered businesses you have—each one will need to be registered separately for MTD, accessible by the current user id and password that you acurrently use:

Do you have more than one VAT registered business?

- Yes No

Continue

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8. Choose the appropriate option for your business from the options below:

What type of business are you registered as?

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

Continue

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9. The website will then ask you to confirm a number of details that are linked to your business—as ways of identifying your business and ensuring that only the people associated with your business are able to undertake this process (we've tried to include information to help you on the cover letter attached to this guide). Please enter the requested information, which will be similar to the following examples:

What is your company number?

You received this from Companies House when you set up your company. It's 8 digits and sometimes starts with 2 letters.

Continue

10. The website will then search the Companies House database for your company:

Confirm your company

Confirm

[Change company](#)

11. The next screen is likely to ask for the company's corporation tax reference (also called unique taxpayer reference or UTR):

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

12. Almost there! The next screen should ask for you to confirm the information you've entered so far and will look similar to this:

Check your answers

You've told us

What is your business type?	Limited company	Change
What is your company number?	██████████	Change
What is your company Unique Taxpayer Reference?	██████████	Change

Continue

13. As part of the 'digital process' HMRC are keen to re-format their methods of communication, including contacting you via email:

Agree to get emails instead of letters

When you have a new message about VAT in your HMRC account, we'll send you an email to let you know.

You'll need to sign in to your account to read the message.

Agree

[Sign out](#)

What is your email address?

For example, me@me.com

Continue

14. A note confirming the terms of use for the current phase of MTD appears (we expect the word 'trial' to be removed during the coming weeks as the service goes fully live).

Terms of participation

By taking part in this trial, you agree to:

- use relevant software to record your sales and purchases, then to submit your VAT Returns
- submit each VAT Return within one calendar month and 7 days from the end of your accounting period
- authorise any third party you use (such as your accountant) and have responsibility for any information they give to HMRC on your behalf
- tell HMRC if you stop trading and then submit your final VAT Return
- tell HMRC if you want to leave this trial

These terms are not contractual and you can stop taking part in the trial at any time.

Accept and continue

There's no change at the present time to the submission date for returns which is good news!

15. Once the terms are accepted, a screen similar to the following should appear, confirming your registration to the process: - the format of which will change slightly as the service becomes live:

We have received your information

What happens next

As this service is currently a pilot, it is only available to some limited companies, sole traders, partnerships and VAT groups.

We will send you an email to let you know whether you can take part in this trial. You should wait for this email before you choose software.

1. We will let you know whether you can take part in this trial, usually within 72 hours.
2. [Choose relevant third party software \(opens in a new window or tab\)](#).
3. Allow your software to submit VAT Returns to HMRC. You might need to sign in with your Government Gateway details.
4. Use software to record your sales and purchases.
5. Submit your VAT Returns before your deadlines.

You can view your VAT Return deadlines in your accounting software or business tax account.

Sign out

Although the registration confirmation states that the registration process will usually be complete within 72 hours, HMRC have publicised that due to high demand, it is taking up to a week so please ensure you leave a week between registration and return submission to avoid any complications!

And this is it—your business should be registered for MTD for VAT—any future VAT returns must now be submitted via your choice of software, access to the website will be for information only, not submission. As always, please just call us with any queries!



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