

# Guidance for signing up for Making Tax Digital for VAT

Before starting the process, please make sure your accounting software is MTD compliant.

- 1) The following Web link should be used to sign up:

<http://bit.ly/2lgZJ8c>

- 2) Scroll down the page and click the link to "Sign up your business for Making Tax Digital for VAT"

## Sign up

### 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.](#)

- 3) On the following screens confirm that you have accounting software and that it is MTD Compliant.
- 4) Use your HMRC user ID and Password to log into HMRC's website.
- 5) "do you Have more Than 1 VAT Registered Business" – NO
- 6) At this point HMRC may request information about the company. Enter this if required.
- 7) Confirm that HMRC has identified the correct business.
- 8) If you pay by Direct Debit agree to the terms and conditions. *(Please note that under MTD only companies who receive correspondence by email can pay by DD).*
- 9) Business email address – Enter the email address associated with your HMRC account *(HMRC Might request that this account is validated – if so follow the process in the validation email).*
- 10) "How should we contact the business about VAT?" - Select "Send emails to ..."
- 11) Enter your email address.
- 12) Once you are happy with the application click "Send your application".

13) The following message should appear:

 HM Revenue & Customs

## We have received your information

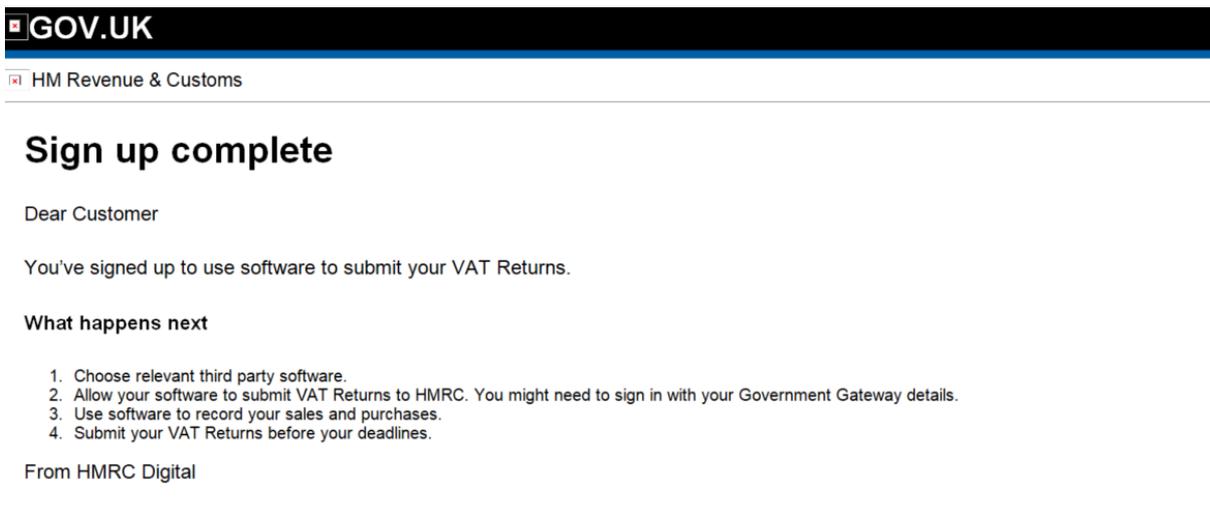
### What happens next

We will send you an email within 72 hours to confirm. Do not submit a VAT Return during this time.

1. You must use [software that works with Making Tax Digital for VAT \(opens in a new window or tab\)](#).
2. You must only use the new way of submitting your VAT Return through software with Making Tax Digital for VAT. Do not use the old way of sending your VAT Return.
3. Check that your software is connected to send VAT Returns to HMRC directly. You might need to sign in with your Government Gateway user ID.
4. Use the software to record all your sales and purchases.
5. After April, keep your business details up to date using HMRC services (this is also called business tax account). Do not use the VAT online services.

[Sign out](#)

14) You will receive the following email from HMRC within 72 Hours.



**GOV.UK**

HM Revenue & Customs

## Sign up complete

Dear Customer

You've signed up to use software to submit your VAT Returns.

### What happens next

1. Choose relevant third party software.
2. Allow your software to submit VAT Returns to HMRC. You might need to sign in with your Government Gateway details.
3. Use software to record your sales and purchases.
4. Submit your VAT Returns before your deadlines.

From HMRC Digital

15) Activate MTD within your accounting software – *please contact your software provider for instructions on how to achieve this.*

*Guidance correct at time of print – June 2019.*