

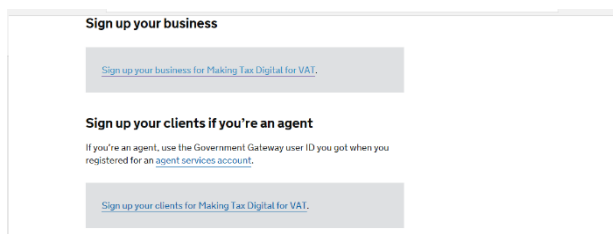
Make sure you are registered for MTD with HMRC!

How to do this;

- 1) Before you start, you will need your Government Gateway ID and password. These are details that you should already have, in order to submit your current VAT Returns to H M Revenue & Customs (HMRC). You will also need your VAT number.

Please then click on the link below:

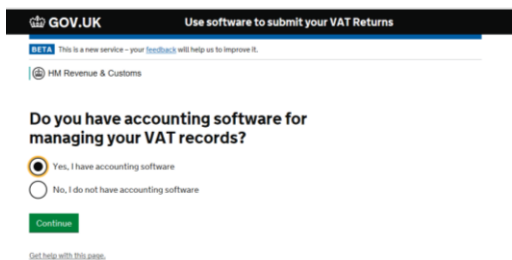
<https://www.gov.uk/guidance/sign-up-for-making-tax-digital-for-vat>



The screenshot shows a form titled "Sign up your business" with two main sections. The first section is "Sign up your business for Making Tax Digital for VAT." with a link. The second section is "Sign up your clients if you're an agent" with a sub-note: "If you're an agent, use the Government Gateway user ID you got when you registered for an agent services account." and another link.

and **'sign up your business for Making Tax Digital for VAT'**

- 2) If you are unsure of the next step, please contact us. If you are using Xero or have been in touch with us re. updating your software for MTD then the answer to the next two questions is YES!



The screenshot shows the "GOV.UK" header and the title "Use software to submit your VAT Returns". Below is a "BETA" notice and the HM Revenue & Customs logo. The question is "Do you have accounting software for managing your VAT records?". There are two radio button options: "Yes, I have accounting software" (selected) and "No, I do not have accounting software". A green "Continue" button is at the bottom.



The screenshot shows the "GOV.UK" header and the title "Use software to submit your VAT Returns". Below is a "BETA" notice and the HM Revenue & Customs logo. The question is "Is your software ready to submit your Making Tax Digital for VAT Returns directly to HMRC?". A sub-note states: "Your software must work with Making Tax Digital for VAT." and "You must check with your provider that your accounting software is ready to submit your VAT Returns directly to HMRC." There are two radio button options: "Yes, my software submits through Making Tax Digital for VAT" (selected) and "No, my software does not submit through Making Tax Digital for VAT". A green "Continue" button is at the bottom.



- 3) Now you need your Government Gateway ID and password. There may be additional security information, that you may need to set up. This is standard procedure if you haven't logged in before via the Government Gateway.
- 4) There will then be a couple of questions, unique to your business;
 - Do you have more than one VAT registered business?
 - What type of business are you registered as?
 - If you're a Limited Company, you will need your Company number and Company's Unique Tax Reference. If you're a Sole trader, you will need your National Insurance number and Date of Birth.

If the correct details have been entered, you should then be able to confirm your business name.

Any direct debits currently in place will need agreement before transferring over to the new system.

An email should then be received within the next 72 hours confirming that as a Company, all future VAT Returns will be filed under MTD.

You are now registered with HMRC, see the next step for ensuring your software is ready!

ALTHOUGH AS YOUR ACCOUNTANT WE HAVE ACCESS TO YOUR XERO ACCOUNT, WE WILL NOT BE ABLE TO VIEW YOUR VAT RETURNS UNDER MTD. **PLEASE CAN YOU PROVIDE YOUR VAT NUMBER AND DATE OF VAT REGISTRATION**, WE WILL THEN SEND YOU A LINK FOR YOU TO FORMALLY APPROVE THE AGENT AUTHORISATION REQUEST.

In order to submit VAT returns to HMRC for MTD, you'll have to first authorise QuickBooks to interact with HMRC. Follow the steps below to complete this process.

Step 1: Enable MTD in QuickBooks

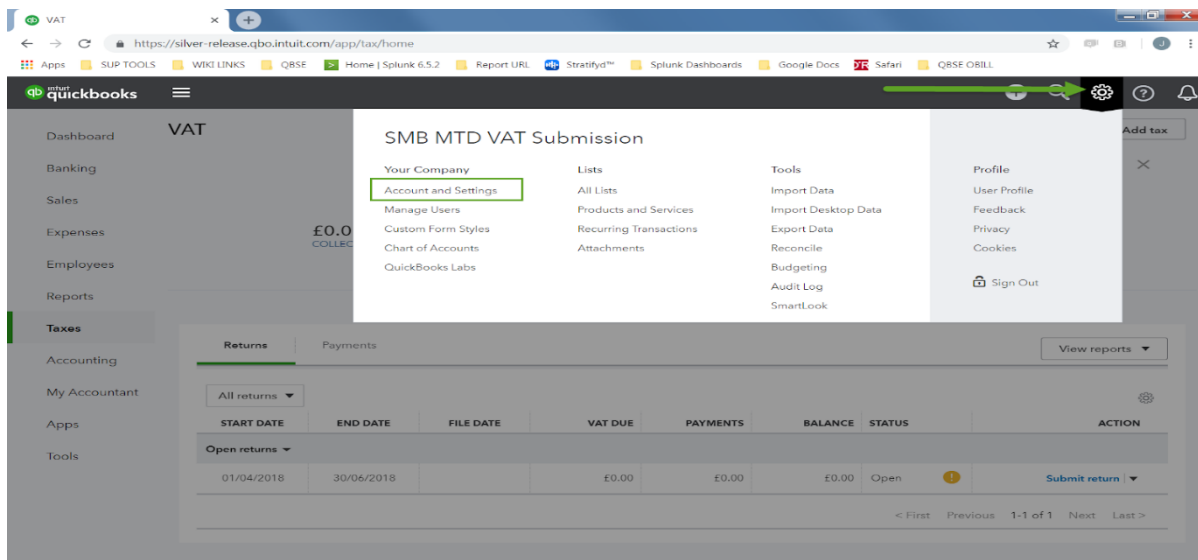
Go to **Taxes** on the left nav and click on **Let's go**.

The screenshot shows the QuickBooks VAT dashboard. At the top, there's a navigation bar with 'Edit VAT' and 'Add tax' buttons. Below that, a large display shows a VAT balance of £0.00 for the period 01/04/2018 - 30/06/2018. To the right, there's a notification box titled 'Get ahead with digital tax' with a 'Let's go' button. The main area is divided into 'Returns' and 'Payments' tabs. Under 'Returns', there's a dropdown menu for 'All returns' and a table of VAT returns. The table has columns for 'START DATE', 'END DATE', 'FILE DATE', 'VAT DUE', 'PAYMENTS', 'BALANCE', 'STATUS', and 'ACTION'. One row is visible for the period 01/04/2018 to 30/06/2018, with a status of 'Open' and a 'Submit return' button.

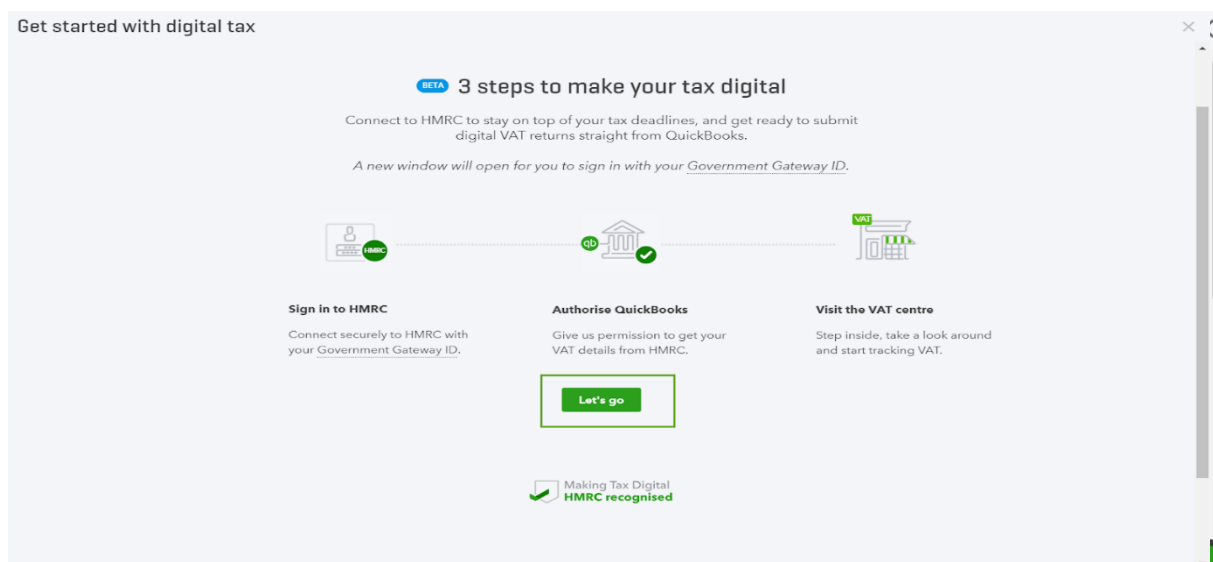
START DATE	END DATE	FILE DATE	VAT DUE	PAYMENTS	BALANCE	STATUS	ACTION
01/04/2018	30/06/2018		£0.00	£0.00	£0.00	Open	Submit return

If you have dismissed this message, follow the steps below to enable MTD:

1. Click on the **Gear icon**, then **Account and Settings**.



2. In the Accounts and Settings page, select **Advanced** on the left menu.
3. Then, click on the Making Tax Digital header to expand the section. Click on **Learn how to connect**.

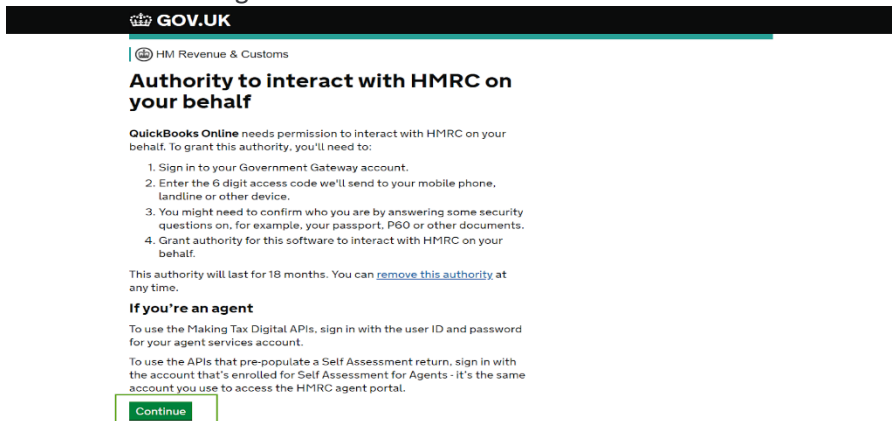


4. On the Get started with digital tax page, click on **Let's go**.

Step 2: Authorise QuickBooks to interact with HMRC

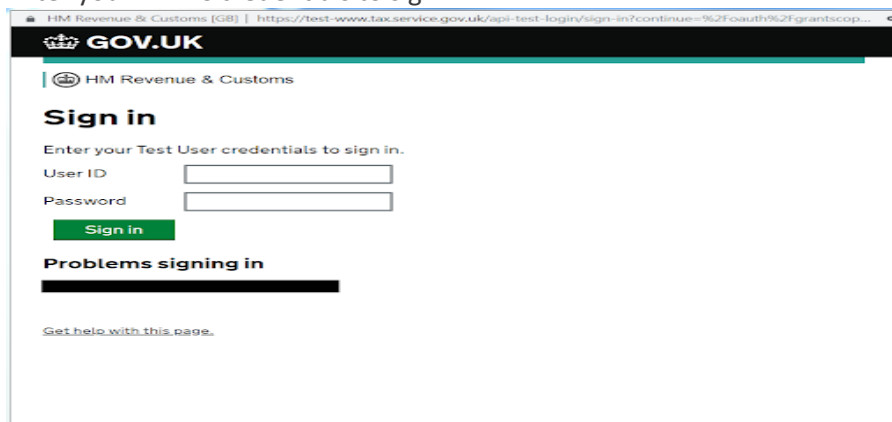
Once MTD has been enabled in QuickBooks. Follow the steps below:

1. Upon clicking on Let's go, you'll be directed to HMRC page as shown below. Click **Continue** to sign in.



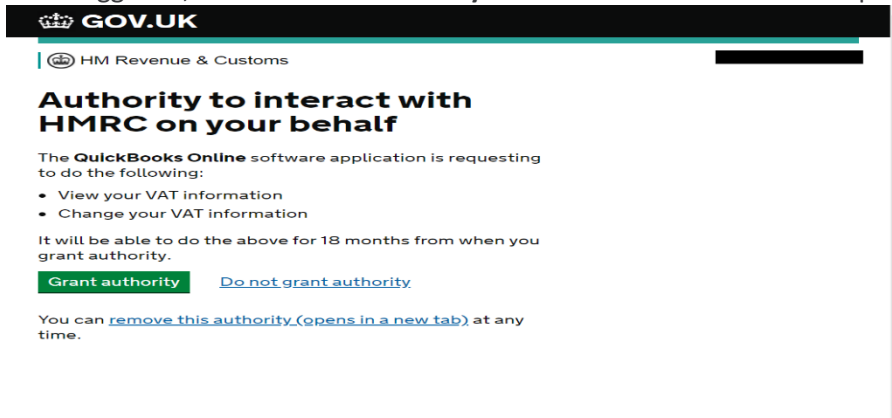
The screenshot shows the HMRC 'Authority to interact with HMRC on your behalf' page. At the top, it says 'GOV.UK' and 'HM Revenue & Customs'. The main heading is 'Authority to interact with HMRC on your behalf'. Below this, it states: 'QuickBooks Online needs permission to interact with HMRC on your behalf. To grant this authority, you'll need to:'. A list of four requirements follows: 1. Sign in to your Government Gateway account. 2. Enter the 6 digit access code we'll send to your mobile phone, landline or other device. 3. You might need to confirm who you are by answering some security questions on, for example, your passport, P60 or other documents. 4. Grant authority for this software to interact with HMRC on your behalf. Below the list, it says: 'This authority will last for 18 months. You can [remove this authority](#) at any time.' There are two sections: 'If you're an agent' and 'If you're a Self Assessment taxpayer'. The 'Continue' button is highlighted with a green box.

2. Enter your HMRC credentials to sign in.



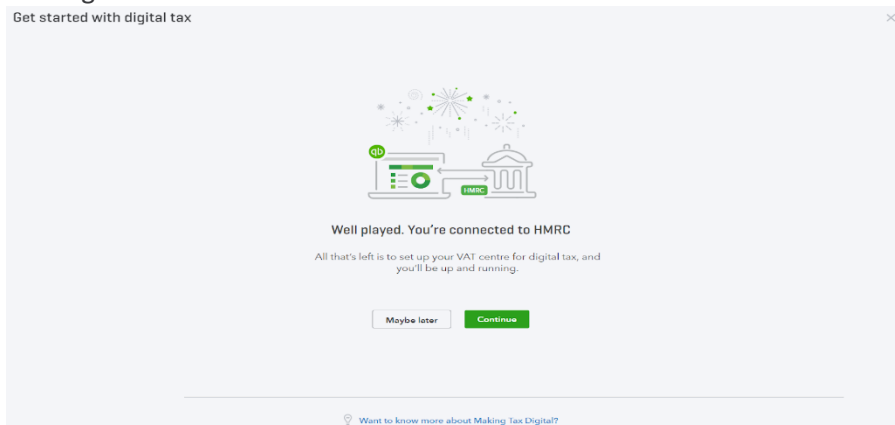
The screenshot shows the HMRC 'Sign in' page. At the top, it says 'GOV.UK' and 'HM Revenue & Customs'. The main heading is 'Sign in'. Below this, it says: 'Enter your Test User credentials to sign in.' There are two input fields: 'User ID' and 'Password'. Below the input fields is a green 'Sign in' button. Below the button is a section titled 'Problems signing in' with a blacked-out area. At the bottom, there is a link: 'Get help with this page.'

3. Once logged in, click on **Grant authority** to continue. The authorisation process will begin.

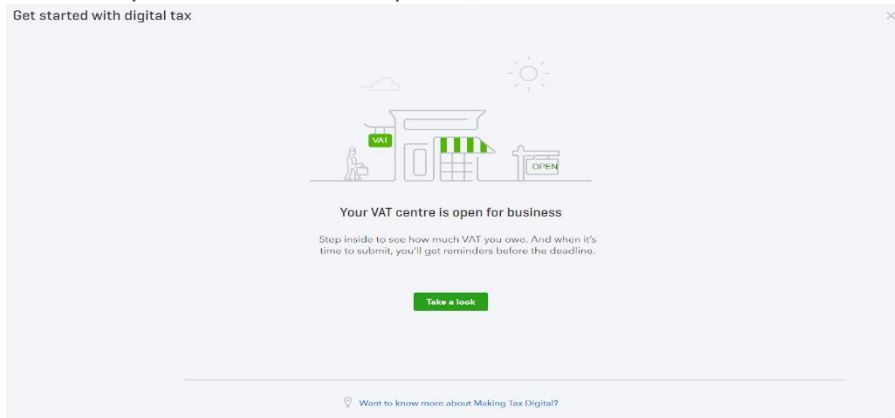


The screenshot shows the HMRC 'Authority to interact with HMRC on your behalf' page. At the top, it says 'GOV.UK' and 'HM Revenue & Customs'. The main heading is 'Authority to interact with HMRC on your behalf'. Below this, it says: 'The QuickBooks Online software application is requesting to do the following:'. A list of two permissions follows: • View your VAT information • Change your VAT information. Below the list, it says: 'It will be able to do the above for 18 months from when you grant authority.' There are two buttons: a green 'Grant authority' button and a blue 'Do not grant authority' button. Below the buttons, it says: 'You can [remove this authority \(opens in a new tab\)](#) at any time.'

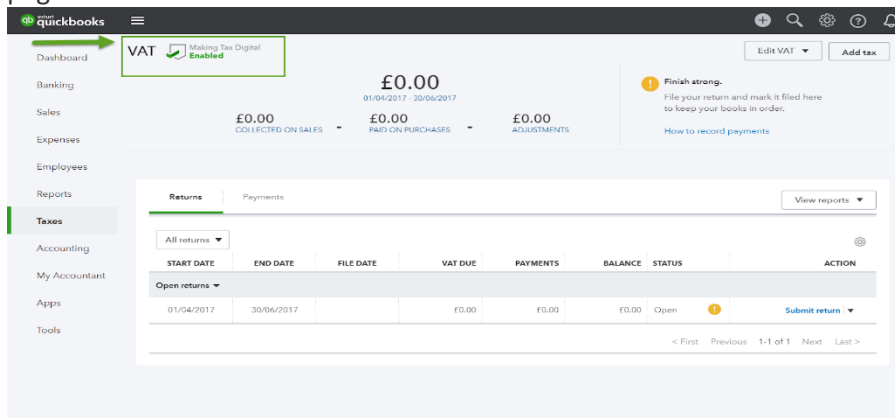
- Once the authorisation has been given, you will receive a 'You're connected to HMRC message as below. Click **Continue**.



- When the process has been completed, click on **Take a look**.



Once you have completed this process, the Making Tax Digital badge will be enabled on the Taxes page.



You can now submit your VAT return for MTD through QuickBooks.