

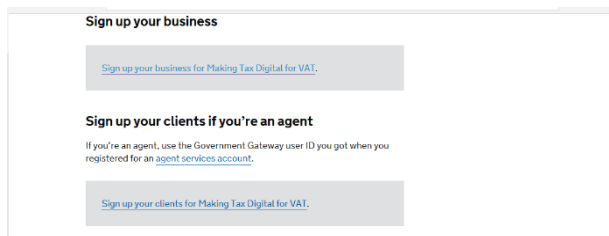
Make sure you are registered for MTD with HMRC!

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:

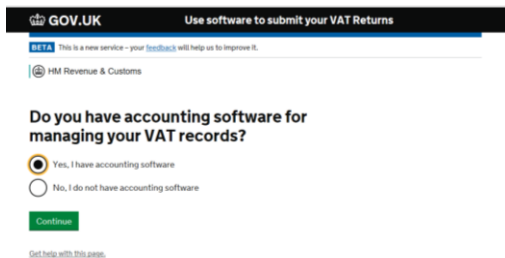
<https://www.gov.uk/guidance/sign-up-for-making-tax-digital-for-vat>



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 button labeled "Sign up your business for Making Tax Digital for VAT." The second section is "Sign up your clients if you're an agent" with a sub-heading "If you're an agent, use the Government Gateway user ID you got when you registered for an agent services account." and a button labeled "Sign up your clients for Making Tax Digital for VAT."

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 first question: "Do you have accounting software for managing your VAT records?". It has two radio button options: "Yes, I have accounting software" (which is selected) and "No, I do not have accounting software". There is a "Continue" button and a link "Get help with this page."



The screenshot shows the second question: "Is your software ready to submit your Making Tax Digital for VAT Returns directly to HMRC?". It includes a sub-heading: "Your software must work with Making Tax Digital for VAT." and a note: "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" (which is selected) and "No, my software does not submit through Making Tax Digital for VAT". There is a "Continue" button and a link "Get help with this page."



- 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.

If you've registered with HMRC for Making Tax Digital (MTD) for VAT, before you can submit your VAT Return under MTD you must switch on the MTD feature in Sage 50cloud Accounts.

Preparation

Before you switch on the MTD feature, check that you've:

- Successfully registered with HMRC for MTD.
- Installed a MTD compliant version of Sage 50 Accounts.

Activate MTD for VAT submissions

1. Open the company you want to switch to submit using MTD for VAT.
2. Click **Settings** then click **Company Preferences**.
3. Enter your password then click **OK** and click the **VAT** tab.
4. Click the **Enable Making Tax Digital for VAT submissions** check box.
5. Click **Yes** then click **OK**.
6. Click **File** then click **Exit** to close Sage Accounts.
7. Reopen Sage Accounts.