



### 1 Check when the MTD IT rules start for you

- We can calculate your turnover (self-employment and rental)
- We can advise you of your start date
- We can advise you if you are exempt or if you can claim an exemption
- We can advise you if a change in your circumstances (cessation of income/self-employment) means that you do not need to sign up

### 2 Advise on what records you need to keep

- If you are already using digital records:
  - Computer software, eg SAGE, Quick Books, Xero, FreeAgent – you need to check that it is MTD IT ready – we can help you with this and advise on any upgrades or “bridging software” needed
  - Spreadsheets – you will need to purchase “bridging software” to be able to file your return – we can recommend “bridging software” and we can check that your spreadsheets are MTD IT compliant.
- If you are keeping paper records you will need to change to digital – we can help you choose software, supply software products or set up spreadsheet templates
- We can advise and check that you are recording information correctly
- We can prepare your digital records, if you do not want to prepare your own, and file your return with HMRC (you can continue to prepare manual records, and we can copy these into digital format)
- If we are already preparing your VAT the records we prepare will be MTD IT compliant (the MTD IT submissions are in addition to the VAT submissions)
- If you prepare your VAT and we currently check and submit it for you, we will advise you of any changes that you need to make to your records or to what you give to us (so that we can submit your MTD IT, in addition to your VAT submission)
- There must be digital records for self-employment and for rental income

### 3 Complete your sign up or help you to sign up

- This is done through your existing Government Gateway account
- If we are already your Agent with HMRC we can complete this for you (with your authorisation)
- We can help you with the sign up process if you are completing this yourself

### 4 File your quarterly updates for MTD IT

- This will be done directly from your software or spreadsheet bridging software
  - We can show you how to do this
  - We can submit the return for you if we have a back-up from your software or a digital copy of your spreadsheet
- If we are already filing your VAT we will also file your returns for MTD IT (this is an additional service, separate from the VAT submissions service)
- We can do this from the digital records we complete for you

### 5 Complete and file your annual tax return

- This will be completed using our software
- We will use the digital records that we have prepared for the quarterly updates (or use the ones that you have prepared)
- We will enter all the accounting adjustments (disallowances, capital allowances, rent a room relief, trading/property income allowances, other claims etc)
- We will include all additional sources of income and gains (employments, pensions, interest, investments, state benefits, etc)
- You will approve the return before submission to HMRC