

Registering with HMRC for Making Tax Digital for VAT

When to Register

After you register for MTD then you must submit all your VAT returns using the new MTD system – you can no longer use the Government Gateway.

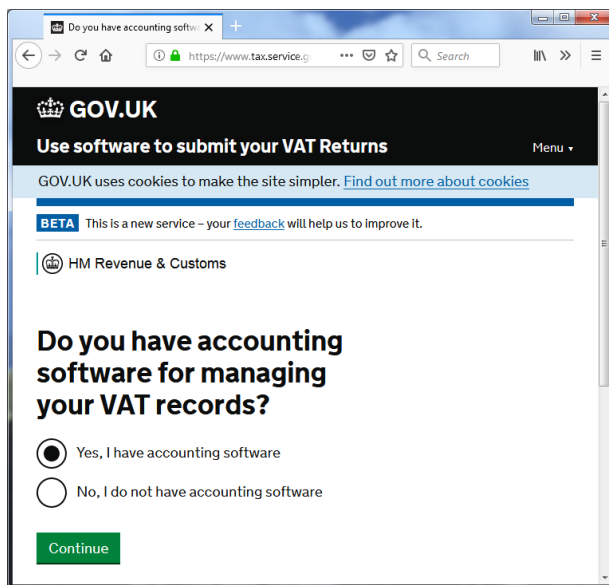
You must register at least 5 working days after your last non-MTD VAT submission and at least 8 working days before your first MTD VAT return submission.

You will need

- your Government Gateway user ID and password
- the VAT number and company number of the business that's signing up

Registering

- Go to <https://www.tax.service.gov.uk/vat-through-software/sign-up/have-software>
- Select “Yes, I have Accounting Software” and click “Continue”



The screenshot shows a web browser window with the URL <https://www.tax.service.gov.uk/vat-through-software/sign-up/have-software>. The page is titled "Do you have accounting software for managing your VAT records?" and is part of the HM Revenue & Customs (HMRC) registration process. The page includes a "GOV.UK" header, a "Use software to submit your VAT Returns" section, and a "BETA" notice. The main content area asks the user to select whether they have accounting software. The "Yes, I have accounting software" option is selected with a radio button. A green "Continue" button is visible at the bottom of the form.

- Select “Yes, my software submits through Making Tax Digital for VAT” and click “Continue”

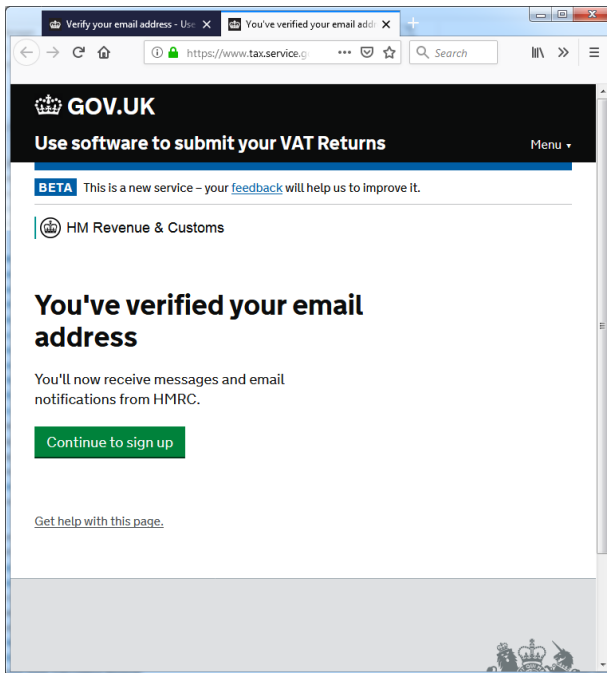
The screenshot shows a web browser window with the URL <https://www.tax.service.gov.uk>. The page title is "Is your software ready to submit your Making Tax Digital for VAT Returns directly to HMRC?". The main heading is "Is your software ready to submit your Making Tax Digital for VAT Returns directly to HMRC?". Below the heading, it states: "Your software must work with Making Tax Digital for VAT." A grey box contains the text: "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". A green "Continue" button is at the bottom. A link "Get help with this page." is at the bottom left.

- Sign in to the government gateway using your existing credentials.

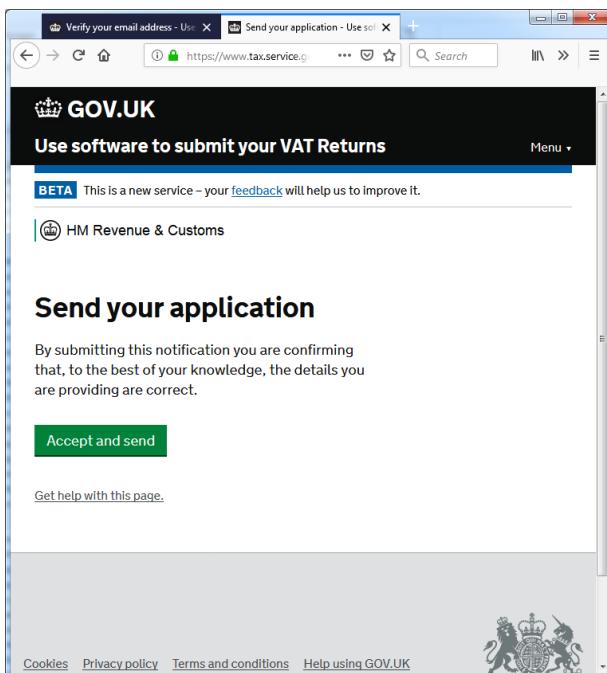
The screenshot shows the Government Gateway sign-in page. The URL is <https://www.access.service.gov.uk>. The page features the GOV.UK logo and a "BETA" banner with the text "This is a new service – your feedback will help us to improve it". There are language options for "English" and "Cymraeg". The main heading is "Sign in using Government Gateway". Below this, it asks for the "Government Gateway user ID" (noting it could be up to 12 characters) and the "Password". There are two input fields for these. A green "Sign in" button is below the fields. A link "Create sign in details" is at the bottom left. A section titled "Problems signing in" is partially visible at the bottom.

- Complete the information about your business
- Read and then agree to the terms and conditions
- Provide your email address
- Confirm your email address

- You will now receive an email from HMRC with a link to confirm your email address. When you receive this email, click on the link and then click “Continue to sign up”



- Choose how you want to receive messages from HMRC
- Finally confirm that everything is correct and click “Accept and send”



- You will now receive confirmation that your application has been received and you will receive an email in the next 72 hours to confirm this.

