

# START

## Do you need to comply?

Visit our blog to see if you meet the criteria to be MTD Compliant

[www.scholesca.co.uk/blog/making-tax-digital-for-vat-the-final-countdown](http://www.scholesca.co.uk/blog/making-tax-digital-for-vat-the-final-countdown)

No

## Continue to monitor MTD criteria

Should the criteria for MTD change, or should your business meet the threshold - you will need to make sure you become MTD compliant

Yes

## Ensure / Procure MTD compliant software

Make sure the version you have is compliant - Note: not all versions of Sage accounts are fully MTD compliant

Unsure?

## View HMRC's list of MTD compliant software here

[www.gov.uk/guidance/find-software-thats-compatible-with-making-tax-digital-for-vat](http://www.gov.uk/guidance/find-software-thats-compatible-with-making-tax-digital-for-vat)

Look into all requirements for changes to MTD bookkeeping processes - E.G Daily transactions

Done!

Do not yet enable MTD function in your software

## Sign up to MTD with HMRC

Ensure you are registered with HMRC for MTD

## Enable MTD function in the software

Make sure the MTD component of your software is activated and correctly setup

## Submit first MTD Return to HMRC

Make sure you can submit to HMRC in a MTD compliant format

All future returns must be submitted through MTD compliant methods

# Making Tax Digital Who, What & How?

**Scholes**  
Chartered Accountants