



CHARTERED
ACCOUNTANTS



KEY GUIDE

Making tax digital

Introduction

DIGITISING TAX COMPLIANCE

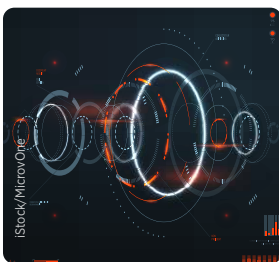
HMRC has embarked on a plan to modernise the UK's tax administration system by 2030 to facilitate more digital reporting in 'real time', i.e. closer to the time of transactions. This project includes the restructure of HMRC's own internal systems.

There will be a new penalty regime for late filing of reports to HMRC and for late payment of tax. Daily penalties may be applied where business records are not kept in a digital medium. HMRC is considering how the timing of tax payments made by small companies and the self-employed can be brought closer to the time profits are made, but nothing has been decided on that yet.

Making Tax Digital (MTD) is part of this long-term modernisation project. The ultimate goal is for all regular transmissions of data between taxpayers and HMRC to be performed digitally, and where possible automatically.

MTD is being introduced tax by tax, not by business size or type. Separate MTD reports will have to be submitted for each tax, but it may be possible for the MTD software to combine reports due around the same time into one submission process.

Contents



THE MTD TIMETABLE

The latest implementation schedule for the MTD programme



MTD FOR INCOME TAX

How MTD will affect groups such as unincorporated businesses and landlords who pay income tax



MTD FOR VAT

What MTD means for your VAT-registered business and how to file your return



COMPLYING WITH YOUR GENERAL TAX OBLIGATIONS

The importance of record-keeping to help make your tax reporting easier to complete



The Making Tax Digital timetable

Under the MTD rules nearly all businesses and landlords will be required to digitally record tax-relevant data and to use MTD-compliant software to transfer the required information directly to HMRC's systems via an application programming interface (API).

Individuals who are not in business, and who do not let property, will be encouraged (but not required) to use digital means to communicate with HMRC.

This guide concentrates on MTD for VAT and income tax and sets out what is known about that section of the MTD project so far.

Planning point

MTD is being introduced gradually with a separate roll-out for each tax. It will be important to keep up to date with new deadlines for reporting the taxes you pay when they are established.

The MTD project has started with VAT paid by businesses and will be extended to income tax paid by individuals in 2024, and then to corporation tax from a date no earlier than April 2026.

MTD for VAT became compulsory for most VAT registered businesses for VAT periods starting from April 2019. The start dates for MTD for other businesses and taxes are set out in the table.

Start date	Tax
VAT periods beginning on and after 1 April 2019	MTD for VAT: VAT registered businesses with annual VATable sales above £85,000 must keep digital records and file VAT returns using MTD-compatible software.
VAT periods beginning on and after 1 October 2019	MTD for VAT: VAT registered organisations who were given a deferred start date for MTD must keep digital records and file VAT returns using MTD-compatible software.
VAT periods beginning on and after 1 April 2022	MTD for VAT: All VAT registered businesses and organisations must keep digital records and file VAT returns using MTD-compatible software.
6 April 2024	MTD ITSA: General partnerships (not LLPs) with no more than 20 members and don't include companies as members, which have annual turnover over £10,000, must keep digital business records and file quarterly updates, an annual end of period statement (EOPS), and an annual finalisation statement, all using MTD-compatible software.

6 April 2025

MTD ITSA: General partnerships (not LLPs) with no more than 20 members that don't include companies as members, which have annual turnover over £10,000, must keep digital business records and file quarterly updates, an annual end of period statement (EOPS), and an annual finalisation statement, all using MTD-compatible software.

Accounting periods starting no earlier than April 2026

MTD for corporation tax: Companies will have to keep digital records and submit quarterly summaries of income and expenditure. Any adjustments required to the annual figures to bring those totals in line with Generally Accepted Accounting Practice (GAAP) will be provided in an end of statement report after the accounting period end.

Businesses can voluntarily sign up to the MTD ITSA pilot earlier than the required start dates. To do this, the business must have access to relevant MTD-compliant software either directly or through their accountant or tax agent.

Who may be exempt from MTD?

An individual can claim exemption from complying with the MTD rules if he or she is 'digitally excluded'. This means it is not reasonably practical (for any reason) for that person to use electronic communications or digital tools to keep digital records. For a partnership to be exempt from MTD all of the partners must be digitally excluded.

Businesses which were exempt from online filing of VAT returns before MTD are automatically treated as being exempt from MTD for VAT. Those businesses can continue to use alternative arrangements to submit VAT returns to HMRC.

To claim exemption from MTD for VAT, the business, or their agent, should contact the VAT helpline: 0300 2003700 or write to: BT VAT HMRC BX9 1WR. The business will have to provide details about how it currently files VAT returns, the

reasons why it cannot file returns through MTD-compatible software or keep digital records, and any other reason why it cannot follow the MTD rules.

The procedure to claim exemption from MTD ITSA has not been announced.

MTD FOR VAT

MTD for VAT became compulsory for all remaining VAT registered businesses from the start of their first VAT period which commenced on or after 1 April 2022. Businesses which become VAT registered must enter the MTD regime immediately upon registration and submit all VAT returns using MTD compatible software.

How does MTD affect your VAT returns?

Under MTD, businesses must record and retain their VAT records in a digital format and submit VAT returns using MTD-compatible software.

The information submitted to HMRC is exactly the same data as submitted on the VAT return form. Only the method of delivering the VAT return has changed; the underlying VAT calculations (which are not sent to HMRC), and the timing of VAT payments remain the same.

Submitting a VAT return under MTD

Businesses must use MTD-compliant software to submit their VAT returns, unless they are exempt from MTD for VAT.

If you don't already use accounting software to submit your VAT returns you need to urgently identify what commercial software solutions will suit your business. This may involve a number of software packages or spreadsheets which transfer data between them by way of digital links (see below). HMRC will not provide software to submit VAT returns under MTD.

Planning point

You need to sign up for MTD for VAT with HMRC at least 72 hours before your first VAT return is due under MTD, but after the last VAT return (not under MTD) has been submitted. Your accountant can do this for you. If you pay VAT by direct debit you should sign up for MTD at least seven days before your next VAT return is due.



Software requirements and providers

There is a searchable list of over 500 providers of MTD-compliant software which can submit VAT returns, (see <https://tinyurl.com/MTDsfwlst>).

MTD-compatible bridging software can be used with spreadsheets or accounting packages to submit the required data to HMRC via an approved API. There is no time limit on using this two-step solution to submit VAT returns as long as the different software packages are connected with digital links.

It is important to check what you need the MTD-compatible software to do, how it will work with your current accounting system, and whether it will provide information about the VAT you owe or your VAT payment history.

EXAMPLE
Digital links

Joan is registered for VAT and has been required to use MTD since April 2019.

Joan stores her VAT receipts manually, and uses spreadsheets to maintain her VAT records. MTD does not require businesses to store original documents electronically, so Joan is able to continue to store her purchase receipts manually, but records the key information concerning each purchase digitally.

Joan digitally transfers the information necessary for the VAT return into MTD-compatible software. She has chosen to use bridging software that reads the necessary figures from her spreadsheet, but there are many other forms of digital links.

Joan must still preserve her VAT records for six years, but that information doesn't have to be kept in the same digital format it is recorded in. A download of data from cloud-based accounting software meets the MTD record keeping requirements.

Register for MTD

Businesses have to sign up for MTD for VAT with HMRC before their first VAT return is due under MTD. This is a necessary step even if the business is already VAT registered and HMRC has all the business' contact details.

The sign up for MTD can be done only once the MTD-compliant software is in place, and it must be completed at least 72 hours before the first VAT return is due under MTD. The sign-up process is done through your Business Tax Account (BTA). The BTA is an online account where a business can view a summary of all its tax liabilities and repayments. It is accessed through the Government Gateway and requires a two-step ID verification process.

Digital record-keeping requirements

The MTD rules require VAT registered businesses to record the following data points digitally for each transaction:

Sales	Purchases
Time of sale (tax point)	Time of purchase (tax point)
Value excluding VAT	Value net of VAT
Rate of VAT charged	Amount of VAT to reclaim

HMRC has acknowledged there are benefits to both recording each individual invoice, and recording totals from a supplier statement in the digital accounting system. The law allows businesses to record the totals instead of individual payments in the following cases:

- When a supplier issues a statement for a period, provided all supplies on the statement are to be included on the same VAT return and the total VAT charged at each rate is shown.
- Petty cash transactions for any purchases with a VAT-inclusive value under £50, and not totalling more than (VAT-inclusive) £500.



- Supplies made or received during a charity fundraising event run by volunteers, which are covered by one invoice.
- Purchases made on your behalf, supplied by a third party, detailed in a summary document. You are not required to record these purchases until you receive information on them from the agent.

If you use a VAT scheme (such as for retail businesses) there is some leeway for recording multiple purchases, as summarised below.

Retail schemes (used by shops, market stalls and takeaway food outlets)

Daily gross takings must be recorded. Individual sales do not need to be digitally recorded.

Flat rate scheme (for businesses with VAT taxable turnover not exceeding £150,000)

No need to digitally record purchases unless they are capital goods on which input tax can be claimed.
No need to digitally record the value of goods used to determine if you need to apply the limited cost business flat rate.

Margin schemes (for items such as: antiques, second-hand cars, or works of art)

No need to keep additional records in the digital system, or the calculation of the marginal rate, although those records must be maintained in some format.

HMRC also requires the following information to be recorded digitally and submitted with the VAT return figures:

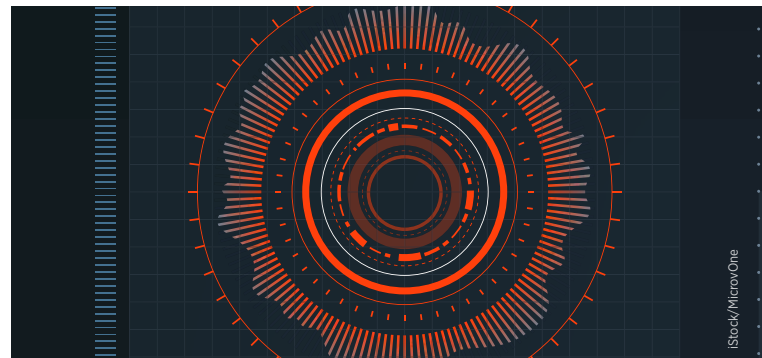
- name of the business;
- address of principal place of business;
- VAT registration number; and
- any VAT accounting schemes used, such as the flat rate scheme.

Some documents must be preserved in their original form, such as import VAT certificates (C79 forms).

Digital links

Under the MTD rules, the data necessary for the VAT return must flow from the accounting system to HMRC without human intervention to retype figures, or to copy and paste from one medium to another. The links between each piece of software should be digital rather than manual, to avoid errors from rekeying figures.

However, some calculations may have to be made outside of the accounting software, such as partial exemption



adjustments. It is permissible to enter data from the results of such calculations into the MTD-compatible accounting system – this action does not break the digital link.

Penalties

HMRC may impose penalties of between £5 and £15 per day if the business fails to record VAT data digitally and/or use digital links to transfer data between different pieces of software. In addition, HMRC may charge a penalty of £100 to £400 for each VAT return which is not submitted using MTD-compatible software. The level of this penalty is determined by the annual turnover of the business.

From 1 January 2023 a new system of points leading to financial penalties will apply for VAT returns which are submitted late. These new late filing penalties will apply even if a repayment of VAT is claimed on the late VAT return.

Also from January 2023, there will be a separate penalty regime to encourage traders to pay their VAT liabilities to HMRC on time. Where the VAT is paid within 14 days of the due date there will be no penalty, but interest will be charged. Where the VAT is paid between 15 and 30 days late, a 2% penalty charge will apply, and payment over 30 days late will trigger a 4% penalty charge.

For the first few months, if the business is doing its best to comply, HMRC will only apply late payment penalties where the VAT is paid over 30 days late.

EXAMPLE
Review of software

ABC Ltd's bookkeeper has used an accounting software package to maintain the company's accounting records. The company is required to submit VAT returns under MTD for VAT.

ABC Ltd's software provider has added MTD for VAT compatibility to its accounting software package. This allows ABC Ltd's bookkeeper to install the relevant updates to file VAT returns under MTD.

However, this is an opportunity for the company to review whether its accounting software best serves the current and future needs of the business.



MTD ITSA

Sole trader businesses and individual landlords will need to comply with MTD ITSA from 6 April 2024. General partnerships with no more than 20 members, and which don't include companies as members, will need to comply with the MTD ITSA rules from 6 April 2025. Larger partnerships, those including corporates, and Limited Liability Partnerships (LLPs) will be required to comply with MTD ITSA regulations from a later date, which has yet to be announced.

Who will have to comply with MTD ITSA?

Unincorporated businesses and individual landlords with annual business and/or property income exceeding £10,000 will have to comply with the MTD ITSA rules. The MTD turnover threshold will apply across all the businesses operated by an individual.

There will be an exemption for those who are digitally excluded (see above). The following taxpayers will also be exempt from MTD ITSA: trustees, executors or administrators of estates of deceased persons, non-resident companies who pay income tax, and the foreign business interests of non-domiciled individuals.

There may also be a deferral or exemption for: foster carers, remittance basis users, and taxpayers who cannot submit their tax return online due to their special security status or because their tax circumstances are on the list of circumstances excluded from online filing.

EXAMPLE

Turnover threshold for MTD for income tax

Pete is a retired teacher. He lets a property for £6,000 per year and earns around £5,000 per year as a self-employed gardener.

As Pete's total annual business and property income is £11,000 per year, he will be over the £10,000 turnover threshold for MTD ITSA and will have to comply with the MTD ITSA rules from 6 April 2024.

How MTD ITSA will affect your income tax for business returns

Currently an unincorporated business (sole-trader or partnership) reports its turnover, expenses, and profit or loss for the accounting period that ends within the tax year which the self-assessment tax return covers, and this must be received by HMRC by 31 January after the end of that tax year. This is called the 'current year' basis.

Landlords are required to report their property income for each tax year that ends on 5 April, but many report for the year to 31 March, which is treated as equivalent to 5 April.

From 6 April 2024, all unincorporated businesses will have to report their turnover, expenses, and profit or loss, to HMRC for each tax year, irrespective of the accounting period the business uses. This is referred to as the 'tax year basis'.

Where the business currently uses an accounting period that ends on 31 March or 5 April, (or a day in between those dates), it won't be affected by the switch from the current year basis to the tax year basis from 6 April 2024.

A business which draws up accounts to another date (say 30 September) will have to apportion turnover and expenses from two years of accounts to report the figures to HMRC on a tax year basis under MTD ITSA.

There will be a transitional year in 2023/24 when the reporting and taxing of profits will move from the current year basis to the tax year basis. The taxpayer will be able to off-set any overlap relief against the profits assessed in 2023/24, which may have formed when the business commenced. Where excess profits are assessed in 2023/24 those extra profits will be automatically spread for tax purposes over the five years to 2027/28.

EXAMPLE

Transition to tax year basis required for MTD ITSA

Julie draws up her accounts to 30 September and makes a profit of £48,000 per year. In 2023/24 Julie will have to report the following profits on her self-assessment tax return:

Year to 30 September 2023	£48,000
Period: 1 October 2023 to 5 April 2024 (portion of profits from year to 30 September 2024)	£24,000
Total profits assessed, subject to overlap relief	£72,000

The extra profits of £24,000 will be spread equally over the years 2023/24 to 2027/28 and taxed in those years.

When will MTD ITSA reports have to be submitted?

Under MTD ITSA, every unincorporated business/landlord will have to report to HMRC totals of their income and expenses incurred periodically, but at least quarterly. The quarters will end on: 5 July, 5 October, 5 January and 5 April, and the quarterly report must be submitted to HMRC within one month of the end of the quarter, i.e. by 5 August, 5 November, 5 February and 5 May.

HMRC will supply the taxpayer with an estimate of the amount of tax due based on the net income reported for each quarter, but the taxpayer won't have to do anything with this information.

After the end of the tax year, the taxpayer will have to submit an End of Period Statement (EOPS), which will include any accounting adjustments, such as for capital allowances or disallowed expenses. The EOPS must be submitted by 31 January following the tax year end.

In addition, the taxpayer will finalise their tax liability in a

finalisation statement, which will replace the self-assessment tax return. This will bring together all the MTD-reported sources of income, plus any other taxable income, gains and claims for the year. The finalisation statement also has to be submitted by 31 January after the tax year end, and it is envisaged that the MTD software will in most cases combine the EOPS and the finalisation statement into one submission.

In summary, under MTD ITSA, you will have to submit up to five reports for each business you run each year, plus an annual finalisation statement. All of these reports need to be submitted to HMRC via MTD-compatible software.

Preparing for MTD ITSA

The first step in preparing your business for MTD reporting is to activate your Business Tax Account (BTA). Your BTA allows you to view all of the taxes your business pays to HMRC including PAYE and VAT.

The next step is to digitise your accounting system by recording all sales and purchases digitally. You may choose to use accounting software or spreadsheets for this task. A paper-based recording system will not be acceptable.

EXAMPLE

Timing of reports required under MTD ITSA

Rob is a financial consultant who makes up his accounts to 5 April each year. Rob must start to keep digital records and file quarterly updates under MTD ITSA from 6 April 2024. He will submit his first quarterly updates, last self-assessment tax return, EOPS and finalisation statement on this timetable:

MTD Qrt/SA return	Income and expenses in period	Deadline for submission
Y1 Qrt1	6 April 2024 – 5 July 2024	5 August 2024
Y1 Qrt2	6 July 2024 – 5 October 2024	5 November 2024
Tax return: 2023/24	Year to 5 April 2024	31 January 2025
Y1 Qrt3	6 October 2024 – 5 January 2025	5 February 2025
Y1 Qrt4	6 January 2025 – 5 April 2025	5 May 2025
Y2 Qrt1	6 April 2025 – 5 July 2025	5 August 2025
Y2 Qrt2	6 July 2025 – 5 October 2025	5 November 2025
EOPS 2024/25	Year to 5 April 2025	31 January 2026
Finalisation statement 2024/25	Year to 5 April 2025	31 January 2026

Planning point

In order to sign up for MTD ITSA you first need to have installed MTD ITSA-compatible software. You also need to register for your online Business Tax Account (BTA) through the gov.uk website in order to receive information from HMRC under MTD. Your tax agent will not have access to your BTA.

MTD ITSA software

HMRC has promised that free MTD ITSA software will be available for sole-trader businesses, who have no employees and who are also not VAT registered. This free software should allow those taxpayers to file reports under MTD ITSA.

HMRC expects the market to provide a range of software solutions for all sizes of business. However, there are currently only three software providers who have products available to use to file reports for MTD ITSA: <https://www.gov.uk/guidance/find-software-thats-compatible-with-making-tax-digital-for-income-tax>. There are 19 more software providers who have MTD ITSA products in development.

MTD for income tax pilot

A very small pilot for a handful of taxpayers is testing software compliance for MTD ITSA. It is open to UK residents who are sole traders with just one business, and landlords who only let out UK property in their sole name which is not let as furnished holiday accommodation.

To sign up for the MTD for income tax pilot you must have MTD ITSA compatible software installed. You also need to be registered for self assessment and have all your tax returns and tax payments up to date. You cannot currently join the MTD ITSA pilot if:

- You have income to report from sources other than sole trader business or UK property.
- You are in business as a partnership.
- You have income from other non-business sources.
- You must report payments that qualify for additional tax relief such as pension contributions.
- You have to pay income tax charges to claw back pension relief or child benefit.

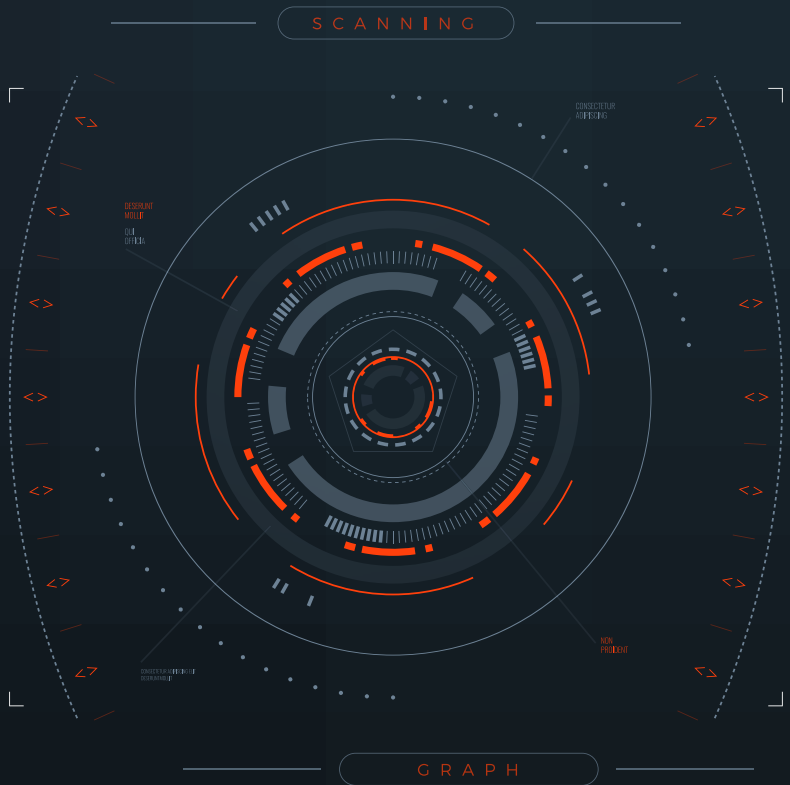
Further groups of taxpayers will be brought into the MTD for income tax pilot as new functionality is added.

MTD FOR CORPORATION TAX

The start date for companies to join MTD for corporation tax will be no earlier than April 2026, but you can start preparing the ground now.

Who will have to comply?

MTD for corporation tax will apply to all entities within the charge to corporation tax, including non-resident companies, clubs and non-exempt public bodies. There will be no de-minimis turnover threshold, so even the smallest companies will have to comply.



What will the company need to do?

Companies will be required to maintain digital records of all transactions, in line with the VAT requirements. Summaries of income and expenses will be reported to HMRC quarterly using MTD-compatible software. Each total will be given an iXBRL tag automatically by the software.

The expected corporation tax liability will be reflected back to the company after each quarterly update.

After the end of the accounting period, the company (or its tax agent) will make accounting adjustments to the totals supplied in the quarterly reports. The company accounts for the period will be filed with HMRC and Companies House and the tax return sent to HMRC using MTD-compatible software.

HMRC will not provide free software for submitting quarterly reports and accounts under the MTD for CT regime. The current free Company Accounts and Tax Online (CATO) software product will be discontinued in due course.

Possible simplifications

The mandation date for MTD for corporation tax is at least four years away, and much can change in that period.

It is envisaged that filing deadlines for corporation tax and Companies House may be aligned. The treatment of profits and expenses for accounting and tax reporting may also be aligned more closely.

The MTD for corporation tax rules will be modified for large companies with annual profits exceeding £20m, who pay their corporation tax liability by way of quarterly instalments.

COMPLYING WITH YOUR GENERAL TAX OBLIGATIONS

Whether you have to file reports under MTD sooner rather than later, it is essential that you keep complete and accurate records of your business and other income so you can make accurate tax and VAT returns.

HMRC says that MTD will help businesses keep their records up to date, reduce errors made in recording expenses, and give the taxpayer a better idea of how the business is performing. However, digital record keeping on its own will not guarantee accuracy, and you must also ensure that all relevant income and outgoings are recorded.

In the long run the MTD data will allow HMRC to target businesses for tax enquiries who are reporting expenses in unexpected categories, or unusual patterns of income. In the short term HMRC will continue to use the following methods to ensure everyone pays the correct amount of tax due:

- Undertake random or targeted compliance checks on tax returns.
- Use third party data to check the information reported in tax returns.

Where HMRC finds that a person has not taken enough care to make accurate tax returns, penalties will usually be charged. Pleading ignorance of the rules does not let you avoid penalties. Material inaccuracies are likely to be spotted, so it is worth making the effort to get your tax right.



HOW WE CAN HELP

All businesses need to keep complete and correct accounting records to enhance business efficiency and to make accurate tax returns, whether or not they have to comply with the MTD rules.

We can review your accounting systems and advise on accounting software that will best serve your business needs.

If you need to comply with MTD for VAT or MTD ITSA, we can help you ensure your software is compatible and, where necessary, help you set up new accounting systems and become proficient at using them.

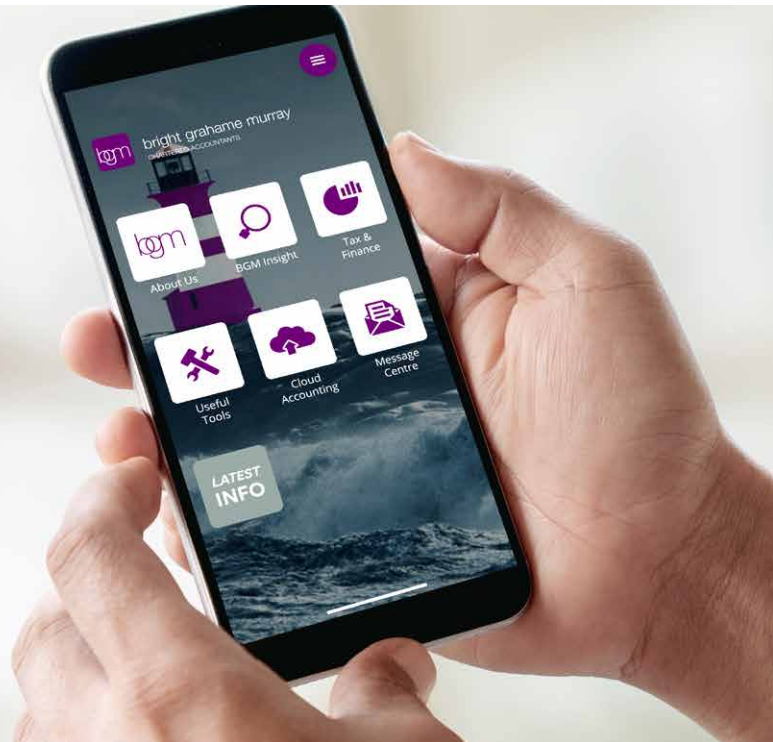
We can make the necessary reports on your behalf to HMRC, if you have authorised us to act for you, and provide direct access to your accounting data and software.

We can help you with IT security and keep you up to date on any changes in tax and accounting compliance that affect your business.



CHARTERED
ACCOUNTANTS

Don't forget to
download our free
app to access all
our content



The App will give you access to key accounting data, in real time, whenever you need it, as well as a suite of powerful calculators. It brings all the financial tools you use together into one easy to use tool.

It's available for iPhone, iPad and Android devices free of charge today. Simply download the App by searching for MYAccountants in the App store on your device, and when prompted, enter the access code: **BGMApp**



Alternatively you can download the App by scanning this QR code:

Emperor's Gate
114a Cromwell Road
Kensington
London SW7 4AG

T: +44 (0)20 7402 7444
F: +44 (0)20 7402 8444
E: post@bgm.co.uk
W: www.bgm.co.uk

Part of the
Integra International
association of independent
accounting firms

