



**MAKING  
TAX DIGITAL**



## MTD Update for Agents #6: 30<sup>th</sup> April 2019

Dear Agent,

Welcome to the 6<sup>th</sup> edition of our Making Tax Digital Update for Agents.

If there's any subject you'd like us to cover in future updates please let us know via the MTD mailbox:

**[makingtaxdigital.mailbox@hmrc.gov.uk](mailto:makingtaxdigital.mailbox@hmrc.gov.uk)**

In this edition:

1. [Key updates](#)
2. [Key reminders](#)
3. [Spotlight on....Agents](#)
4. [Coming soon](#)
5. [Useful links](#)

### Key Updates

- **Signing up monthly filers**

Unless they are deferred businesses with a taxable turnover above £85,000 that file their VAT returns monthly need to follow the Making Tax Digital rules from 1 April 2019. They will be the first customers that have to file using MTD compatible software so as agents these will be the first customers that you want to sign up.

The return for period ending 31 March is due to be filed by 7 May 2019. For those that haven't yet signed this will be their *last* non-MTD return and should be submitted using the old service. After the filing deadline for this final return has passed and payment has been collected the business (or an agent on their behalf) should sign up for MTD. This will ensure that they are ready for April return to be submitted using MTD compatible software by the deadline of 7 June 2019.

- **Making Tax Digital at Accountex 2019**

We will be attending Accountex London 2019 at the Excel on 1 and 2 May. There will be a number of HMRC led Making Tax Digital presentations over the 2 days:

1 May 11:00 – 11:45, Theresa Middleton at Keynote A, Making Tax Digital

1 May 13:00 – 13:45, Rebecca Hutton at Keynote B, Making Tax Digital

1 May 17:00 – 17:45, Verna Gellvear at Tax Theatre, Agent Services Account

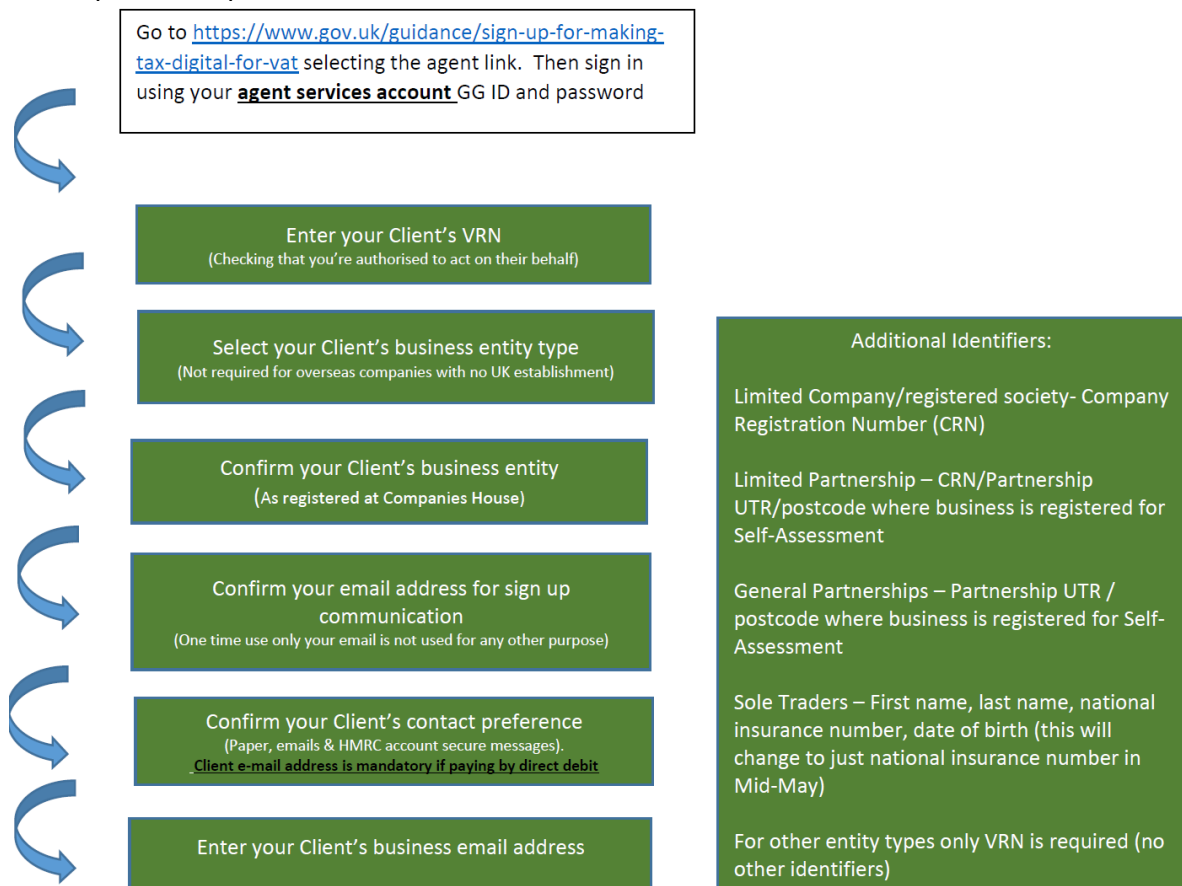
2 May 11:00 – 11:45, Claire William at Future Theatre, Making Tax Digital

If you are attending why not come and say hi, or ask any questions that you may have. We are located at stand 1230.

- **Information needed for agent led sign up**

In response to feedback we have produced a visual which shows which business information is needed by an agent to sign their clients up to MTD.

We hope it is helpful.

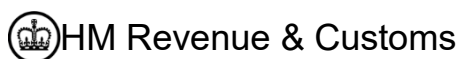


- **Existing authorised client relationships**

If you already have an authorised relationship with a client (64-8) and have made submissions on their behalf you do not have to re-authorise them to act for them under Making Tax Digital. You do have to link your clients to your agent services account and sign them up. You can find out how to do that on the step by step guide for agents on GOV.UK.

- **Confirmation of sign up**

When you sign a client up for MTD you will receive a confirmation email from HMRC within 72 hours to say that it has been successful. The email is copied below, for information, so you will recognise the format when you start to receive them.



You've signed up your client for Making Tax Digital for VAT

Dear Agent

You have signed up your client to use software to submit their VAT Returns.

Your client's VAT registration number is:

**123456789**

You must tell your client that you have signed them up for Making Tax Digital for VAT

**What you need to do next**

1. Choose relevant third party software. If your client will use software, it is important they choose a package that can work with yours.
2. Allow your software to submit VAT Returns to HMRC. You might need to sign in with your Government Gateway details.
3. Use software to record your client's sales and purchases.
4. Submit your client's VAT Returns before their deadlines.

Your client can view their VAT Return deadlines in their accounting software or business tax account.

### **Why you are receiving this email**

We send a confirmation email when you sign up a client.

From HMRC Making Tax Digital for Business VAT

If you're unsure an email is from HMRC:

- Do not reply to it or click on any links
- Report the suspicious email to HMRC - to find out how, go to [GOV.UK](https://www.gov.uk) and search for 'Avoid and report internet scams and phishing'



### **Key reminders**

- **Requirement to Sign-up to Making Tax Digital**

Please note that all businesses affected by MTD have to either sign themselves up or have an agent sign them up on their behalf. **This is not automatic and HMRC are not signing businesses up.**

- **Step by Step Guides**

[Agent Step by Step Guide](#)

[Business Step by Step Guide](#)

- **Getting help with sign up to ASA and MTD**

If you have any issues creating a new ASA, linking clients or signing clients up to MTD you should select the link '**Get help with this page**' on the GOV.UK page you are on. This will raise a query with our IT Service Desk who will investigate and respond accordingly.

- **Agent Forum**

There are lots of interesting topics, threads and questions (and answers) on Making Tax Digital section of Agents Forum on GOV.UK. Are you signed up?

<https://online.hmrc.gov.uk/webchatprod/community/forums/show/131.page>

- **VAT Notice 700/22**

This is the main guidance relating to Making Tax Digital for VAT was last updated on 5 March 2019 with guidance on who may be exempt from following the rules for Making Tax Digital for VAT, and outlined the application process.

<https://www.gov.uk/government/publications/vat-notice-70022-making-tax-digital-for-vat/vat-notice-70022-making-tax-digital-for-vat>

- **Software choices**

Businesses and agents need to choose the software that is suitable for them. HMRC does not endorse or recommend any one product of software provider however a software choices selection tool is available on GOV.UK.

<https://www.tax.service.gov.uk/making-tax-digital-software>



### **Spotlight On..... Agents**

It is widely recognised and appreciated that Agents play a key role in UK tax collection, and in Making Tax Digital in particular.

Agents submit VAT returns on behalf of many clients, and so are well placed to advise clients and ensure that they are informed about Making Tax Digital and meet their obligations.

Agents may be authorised by clients to receive data from (and send data to) HMRC in relation to any Making Tax Digital service. Once authority has been given that agent can sign up the client to that service, and use software to create, view, edit and send client data to HMRC. Agents may also keep and maintain digital records on a client's behalf.

If a business has previously authorised HMRC to receive their VAT Return from an agent they can still do this. Agents will not need to be re-authorised by their clients to act for them in the Making Tax Digital VAT service where they already have existing authorisation to act for VAT purposes.

Agents will need to sign up to a new agent services account to use Making Tax Digital services on behalf of their clients. The agent must have software of their own or have access to the software that holds clients' digital records.

Agents will not necessarily have access to all client source data so, for example, they may not always be able to make corrections to those digital records. In these circumstances agents will need to advise clients of any corrections required to those digital records.

HMRC will provide access to taxpayer information we hold, and the necessary services, only to those agents who have been properly authorised.

### Coming soon

HMRC continue to deliver webinars on Making Tax Digital for both Agents and Businesses.

The next Agent Talking Points will be on 16<sup>th</sup> and 20<sup>th</sup> May 2019.

We will continue to cover how to create the new Agent Services Account live, and many people walked through with us and successfully created their new account, linked existing clients and saw how to sign up clients to MTD.

The next Business MTD webinars will be on 1<sup>st</sup>, 3<sup>rd</sup>, 9<sup>th</sup>, 15<sup>th</sup>, 17<sup>th</sup>, 23<sup>rd</sup> and 30<sup>th</sup> May 2019 - let your clients know, feedback has been overwhelmingly positive from businesses!

We look forward to as many joining the sessions as possible!

You can sign up to attend Talking Points here <https://www.gov.uk/guidance/help-and-support-for-agents>

### Useful links

[Making Tax Digital for VAT as an agent: step by step](#)

[Sign in to your agent services account](#)

[Link clients to your agent services account](#)

[Sign up for Making Tax Digital for VAT](#)

[Check when a business must follow the rules for Making Tax Digital for VAT](#)

[Create an agent services account](#)

[Help and support for Making Tax Digital](#)

[Update your client's details for Making Tax Digital for VAT](#)

[Find software suppliers for sending VAT Returns and Income Tax updates: Making Tax Digital for VAT](#) and [Making Tax Digital for Income Tax](#).