# Your essential Making Tax Digital checklist

| STEP | CHECKPOINT | UNDERSTOOD/ COMPLETED | NOTES |
|---|---|---|---|
| **1. Understand what's changing**<br><br>Understand how Income Tax reporting will change under Making Tax Digital. | Annual tax returns are being replaced with digital reporting. | ☐ | |
| | You will keep digital records of income and expenses. | ☐ | |
| | You will submit quarterly updates to HMRC. | ☐ | |
| | You will submit a year-end final declaration. | ☐ | |
| | You understand tax payment dates are not changing (quarterly updates are for reporting only). | ☐ | |
| **2. Check if the new rules apply to you**<br><br>Confirm whether you are required to use Making Tax Digital from April 2026 based on your income and tax status. | You are self-employed, a landlord, or both. | ☐ | |
| | You are registered for Self-Assessment. | ☐ | |
| | Your combined gross income from self-employment and/or property is over £50,000 per year (before expenses). | ☐ | |
| | Your qualifying income was at this level in the 2024/25 tax year. | ☐ | |
| | If all apply, you must use Making Tax Digital from 6 April 2026. | ☐ | |

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| **3. Check for exemptions**<br><br>Check whether you qualify for an exemption from Making Tax Digital. | You are digitally excluded. | ☐ | |
| | You cannot use digital tools due to disability, age, or location. | ☐ | |
| | HMRC has formally confirmed your exemption status. | ☐ | |
| **4. Choose MTD-compatible software**<br><br>Put suitable systems in place to meet HMRC's digital reporting requirements. | You have selected HMRC-recognised software (free or paid options available). | ☐ | |
| | The software can maintain digital records. | ☐ | |
| | The software can send quarterly updates to HMRC. | ☐ | |
| | The software can submit the final declaration. | ☐ | |
| | You understand spreadsheets alone are not sufficient unless linked via bridging software. | ☐ | |
| **5. Register for Making Tax Digital**<br><br>Ensure you are officially set up with HMRC before the changes take effect. | You have registered for MTD for Income Tax through HMRC. | ☐ | |
| | Registration completed before 6 April 2026 (where possible). | ☐ | |
| | Your accountant or adviser is authorised as your agent (if applicable). | ☐ | |

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| **6. Prepare for quarterly reporting**<br><br>Get ready for more frequent reporting throughout the year. | You understand four quarterly updates are required each year. | ☐ | |
| | You've added the typical deadlines to your calendar:<br>7 August<br>7 November<br>7 February<br>7 May | ☐ | |
| | You understand these updates are not final tax calculations. | ☐ | |
| **7. Get ready for the year-end process**<br><br>Understand what you must submit after the end of the tax year. | You will submit an End of Period Statement (EOPS). | ☐ | |
| | You will submit a Final Declaration confirming totals and personal income. | ☐ | |
| | You understand this replaces the traditional Self-Assessment return. | ☐ | |
| **8. Be aware of penalties**<br><br>Be clear on the consequences of late or missed submissions. | You understand a points-based penalty system applies. | ☐ | |
| | You understand penalties apply once a points threshold is reached. | ☐ | |
| | You understand the importance of submitting on time. | ☐ | |
| **9. Start recording**<br><br>Begin recording income and expenses on the new platform. | Start digitally recording income and expenses now. | ☐ | |