



<https://vat.liquidaccounts.com/>

Customer Info : List of key information to note as a Customer

# Content

1. HMRC Vision
2. What is Required?
3. Create a Government Gateway Account
4. Sole trader can signup to MTD for VAT
5. Limited Company able to signup to MTD for VAT


# HMRC Vision


- Making Tax Digital (MTD) is a key part of the government's plans to make it easier for businesses to get their tax right first time and keep on top of their tax affairs.
- Every business now has their own digital tax account, and the functionality is being regularly expanded and improved. HMRC's ambition is to become one of the most digitally advanced tax administrations in the world, modernising the tax system to make it more effective, more efficient, and easier for customers to comply with their tax obligations.
- MTD for VAT will be mandatory for businesses whose taxable turnover is above the VAT registration threshold (currently £85,000) from 1 April 2019. It will remain voluntary for VAT registered businesses below the VAT threshold until 2020 in any event

# What is required?

- Customers will need a Government Gateway credentials to access the VAT-MTD service.
- You will need these credentials when connecting to the VAT-MTD service in Liquid Accounts software.
- MTD for VAT is currently only available to certain organisations and you will need to contact HMRC for further details.

# Create a Government Gateway Account



 HM Revenue & Customs

English | [Cymraeg](#)

## Choose your account

Select the Government Gateway account you want to create.

☐ **Individual**  
You want to use our online services for your personal tax. For example, if you're self employed.

☐ **Organisation**  
You represent an organisation. For example a limited company, partnership or charity.

☐ **Agent**  
You want to act on behalf of your client(s), whether paid or acting in a voluntary capacity.

☐ **Pensions**  
You want to use our online Services as a Pension Scheme Administrator or a Pension Scheme Practitioner.

Continue

[Get help with this page.](#)

# Create a Government Gateway Account

## Identify your business

To help us find your business we need its Self Assessment unique tax reference (UTR) or Corporation Tax reference number.

**Self Assessment UTR or Corporation Tax reference**

**Postcode related to that UTR or reference**

[Continue](#)

For Partnerships or a Limited Liability Partnerships you'll need to use your Partnership UTR. Not the UTR for each partner or LL partner

# Create a Government Gateway Account

**You are setting up an account for:**


Name	YourFirm Accountants Ltd.
Postcode	IP23 8TY
UTR	CT-1234567890

[Continue](#)

[This information is incorrect](#)

# Create a Government Gateway Account



 HM Revenue & Customs

English | [Cymraeg](#)

## Enter your details

**Full name**

**Name of Organisation**

**Email address**

We need this so we can send you your sign in details if you lose them

**Create your password**

Your password must:

- be between 8 and 12 characters (letters and numbers only, no special characters)
- contain at least one letter (a-z)
- contain at least one number (0-9)
- not contain the word 'password'

**Confirm your password**

[Continue](#)



# Create a Government Gateway Account

## Make a note of your User ID

Your User ID  
**279544556399**

Your Gateway Agent ID  
**YourFirm-498AASIBSCN7**

[Print your User ID](#)

Your Government Gateway account has been created. You'll need your User ID whenever you sign in.

[Continue](#)

## Sole trader can sign up to MTD for VAT

### Sign in

Enter your Government Gateway credentials to sign in. You received these when you created your HMRC online account.

User ID

Password

Sign in

### Problems signing in


[Don't have a Government Gateway account](#)

[Forgotten user ID](#)

[Forgotten password](#)

[Forgotten user ID and password](#)

# Sole trader can sign up to MTD for VAT

 **GOV.UK**

Use software to submit your VAT returns

**ALPHA** This is a new service – your [feedback](#) will help us to improve it.

[← Back](#)

## You can't use this service yet

This service is only available to some limited companies and sole traders.

You'll be able to sign up for this service by April 2019.

Sign out

4c

## Sole trader can sign up to MTD for VAT

**Confirm you want to use this VAT number to sign up**

**VAT number**

123456789

Confirm and continue

[I want to use a different VAT number](#)

4c

## Sole trader can sign up to MTD for VAT

**What type of business are you registered as?**



Sole trader



Limited company



Other

Continue

4c

## Sole trader can sign up to MTD for VAT

If you have previously done this you will not be asked again

Confirm your identity

**We just need to confirm who you are**

We're going to ask you some security questions based on information HMRC hold on you.

This is to help protect your data.

Continue

4c

# Sole trader can sign up to MTD for VAT

If you have previously done this you will not be asked again

Confirm your identity

Enter your details

Business ID

XXXXXXXXXX

Day Month Year

☐ ☐ ☐

Business name

Example Business Ltd

Business ID

XXXXXXXXXX

Continue

Confirm your identity

Choose a way for us to identify you

We'll ask you some security questions that relate to you

☒ Passport

☐ P60

☐ Payslips

☐ Bank credit payments

Continue

[Learn how we test information](#)

Confirm your identity

Do you have a valid UK passport?

☒ Yes

☐ No

Continue

Confirm your identity

Your UK passport

Enter your details **exactly** as they appear on your passport.

[Where to find these details on your passport](#)

Passport number

Your passport number contains 9 numbers and no letters.

Surname

exactly as it appears on your passport.

Given names

Enter all given names, as they appear on your passport.

Expiry date of your passport

For example, 1 FEB 2016

Day Month Year

Continue

[Learn how we test information](#)

4c

## Sole trader can sign up to MTD for VAT

### Agree to get emails instead of letters

When you have a new message about VAT in your HMRC account, we'll send you an email to let you know.

You'll need to sign in to your account to read the message.

[Agree and continue](#)

[Sign out](#)

Get help with this page.



4c

## Sole trader can sign up to MTD for VAT

**What is your email address?**

For example, me@me.com

Continue

[Get help with this page.](#)

# Sole trader can sign up to MTD for VAT

## Check your email address

Email address

[Confirm and continue](#)

[Change email address](#)

[Get help with this page.](#)

4c

## Sole trader can sign up to MTD for VAT

### Verify your email address

We've sent an email to . Click on the link in the email to verify your email address.

[Get help with this page.](#)

4c

## Sole trader can sign up to MTD for VAT

### You've verified your email address

You'll now receive messages and email notifications from HMRC.

[Continue to sign up](#)

[Get help with this page.](#)

## Sole trader can sign up to MTD for VAT

### Terms of participation

By taking part in this trial, you agree to:

- use accounting software that supports Making Tax Digital to record your sales and purchases, then to submit your VAT returns
- submit each VAT return within one calendar month and 7 days from the end of your accounting period
- authorise any third party you use (such as your accountant) and be responsible for any information they give to HMRC on your behalf
- tell HMRC if you stop trading and then submit your final VAT return
- tell HMRC if you want to leave this trial

These terms aren't contractual and you can stop taking part in the trial at any time.

[Accept and continue](#)

[Get help with this page](#)

## Sole trader can sign up to MTD for VAT

### We've received your information

#### What happens next

We'll let you know whether you can use software to submit your VAT Returns, usually within 24 hours.

#### After your application is approved

1. [Choose accounting software that supports this service](#) if you haven't already.
2. Sign in to the software with your Government Gateway details and authorise it to interact with HMRC.
3. Add any sales and purchases that you've already received or paid out.
4. Record your future sales and purchases using the software.
5. Submit your VAT Returns before your deadlines.

You can view your VAT Return deadlines in your accounting software or [business tax account](#).

[Sign out](#)

[Get help with this page](#)

Please Note: The link to 'Choose accounting software' will remain inactive until the point of leaving CGL

4d

## Limited company able to sign up to MTD for VAT

We have excluded authorisation and email acceptance

**Confirm you want to use this VAT  
number to sign up**

VAT number

123456789

Confirm and continue

[I want to use a different VAT number](#)

4d

## Limited company can sign up to MTD for VAT

**What type of business are you registered as?**

☐

Sole trader

☒

Limited company

☐

Other

Continue



4d

## Limited company can sign up to MTD for VAT

### What is your company number?

You received this from Companies House when you set up your company. It's 8 digits and sometimes starts with 2 letters.

Continue

[Get help with this page.](#)

## Limited company can sign up to MTD for VAT

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[Accept and continue](#)

[Get help with this page.](#)

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3. Add any sales and purchases that you've already received or paid out.
4. Record your future sales and purchases using the software.
5. Submit your VAT Returns before your deadlines.

You can view your VAT Return deadlines in your accounting software or [business tax account](#).

[Sign out](#)

[Get help with this page.](#)

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# Customers/agents - Amend previously submitted data

- The current process for correcting errors on a submitted VAT Return remains.
- If the net value of the errors is below £10,000, or between £10,000 and £50,000 and does not exceed 1% of the box 6 amount, the user can adjust their current VAT Return (method 1)
- If the net value of the errors is greater than that, the user must notify HMRC in writing with full details of the errors (method 2) A user can choose to use method 2 and notify HMRC separately in any case. Please ensure customers are made aware of these methods.