



Making Tax Digital Readiness Checklist

Get prepared for the April 2026 changes

This checklist helps you understand whether you're ready for MTD and what steps you may still need to take.

Step 1 – Check if you're in scope

Is your *qualifying income* over **£50,000** (2024/25)?	
Or over **£30,000** (2025/26)?	
Or over **£20,000** (from 2028)?	
Do you have multiple sources of self-employment or property income?	
Are you eligible for an exemption (digital exclusion due to disability, age, remoteness, religious grounds)?	

Action: Confirm your income levels for the previous two tax years.

Step 2 – Review your bookkeeping setup

Are you using HMRC-compatible software?	
Is your current process spreadsheet-based or paper-based?	
Are your business and personal transactions separated?	
Do you keep records regularly or only at year-end?	

Action: Identify whether you need to migrate to digital bookkeeping.

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Step 3 – Choose a compliant software solution

Have you reviewed your options (QuickBooks, Xero, FreeAgent, etc.)?	
Does the software link directly to HMRC?	
Does it support quarterly MTD submissions?	

Action: Contact RMC Accountants for software recommendations.

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Step 4 – Prepare for quarterly reporting

Are you ready to submit **4 digital reports per year**?	
Do you have a plan for keeping records updated monthly or weekly?	
Do you need support with bookkeeping?	

Action: Decide whether you'll manage your own records or outsource to RMC.

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Step 5 – Understand the final submission process

Do you know that the year-end "final declaration" will replace the annual Self Assessment?	
Are you aware of the deadlines and penalties?	

Action: Ensure you know what information needs to be kept and submitted.

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Step 6 – Consider joining the HMRC pilot

Do you want early access to the MTD system so you can get used to the process?	
Are you interested in taking part in the 2025/26 testing programme?	

Action: Let us know if you'd like us to register you for pilot participation.

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Step 7 – Decide how much support you need

Do you prefer to do your own bookkeeping?	
Would you rather we handle quarterly submissions?	
Do you want full MTD compliance managed for you?	

Action: Book an MTD Readiness Review with RMC.

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Need help completing the checklist?

Contact us: 020 3928 6205

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