

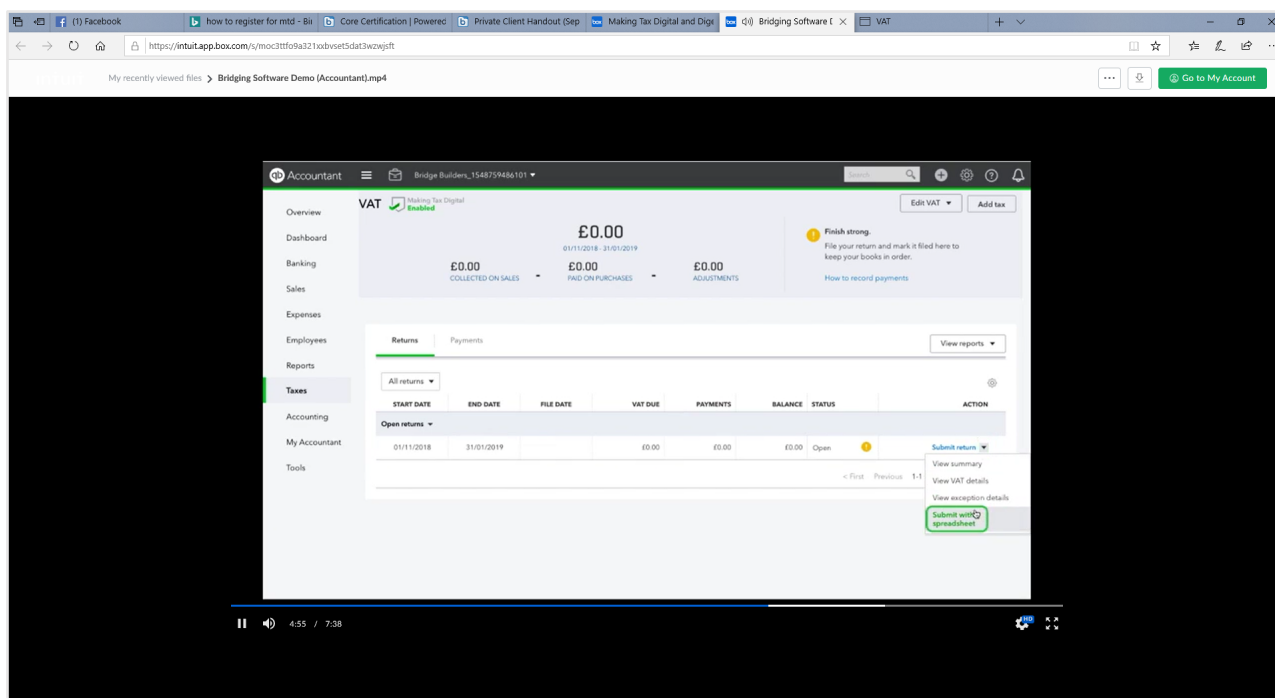
Steps to filing a VAT return using QuickBooks Online for MTD

1) Sign up for MTD with HMRC

- this is done on the HMRC website (in the same place as you would file your VAT return or pay your VAT) and needs to be completed before you go to step 2

2) In your QuickBooks software

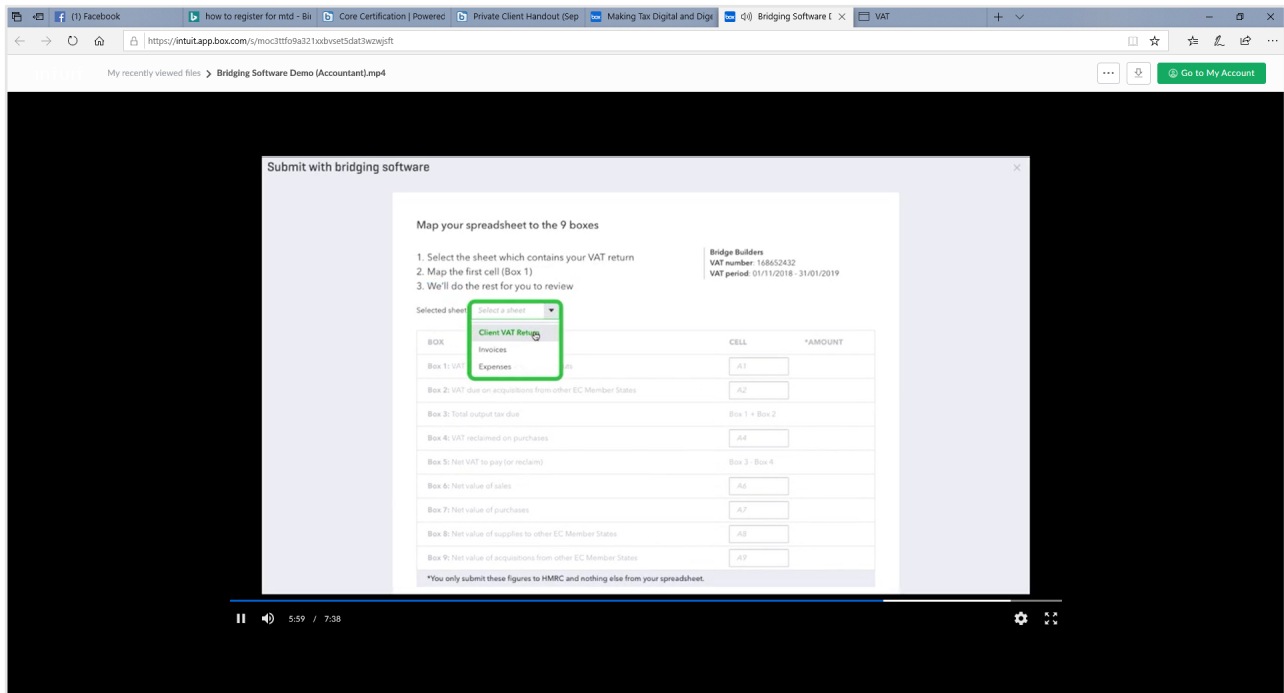
- Go into Taxes (on the left hand margin)
- Click on the “Great ahead with making tax digital” Set up now, green box
- It will ask you if you have signed up with HMRC and received a confirmation email from HMRC (ensure you do this first)
- To file under MTD, you will then be asked to enter your credentials
- You will then be asked to grant authority for your MTD VAT returns to be filed through QuickBooks (once submitted, this last for 18 months)
- Once completed, you will see a making tax digital ready badge on your VAT page
- Once you are ready to file your return
 - If you are doing your bookkeeping using QuickBooks Online - click on submit return
 - If you are using numbers, you have in a spreadsheet - click on the arrow at the left hand side of the submit return box



- There is now an option to submit with a spreadsheet
- Browse for your file (the spreadsheet containing your VAT records, including the 9 box VAT summary. This must be saved to your computer

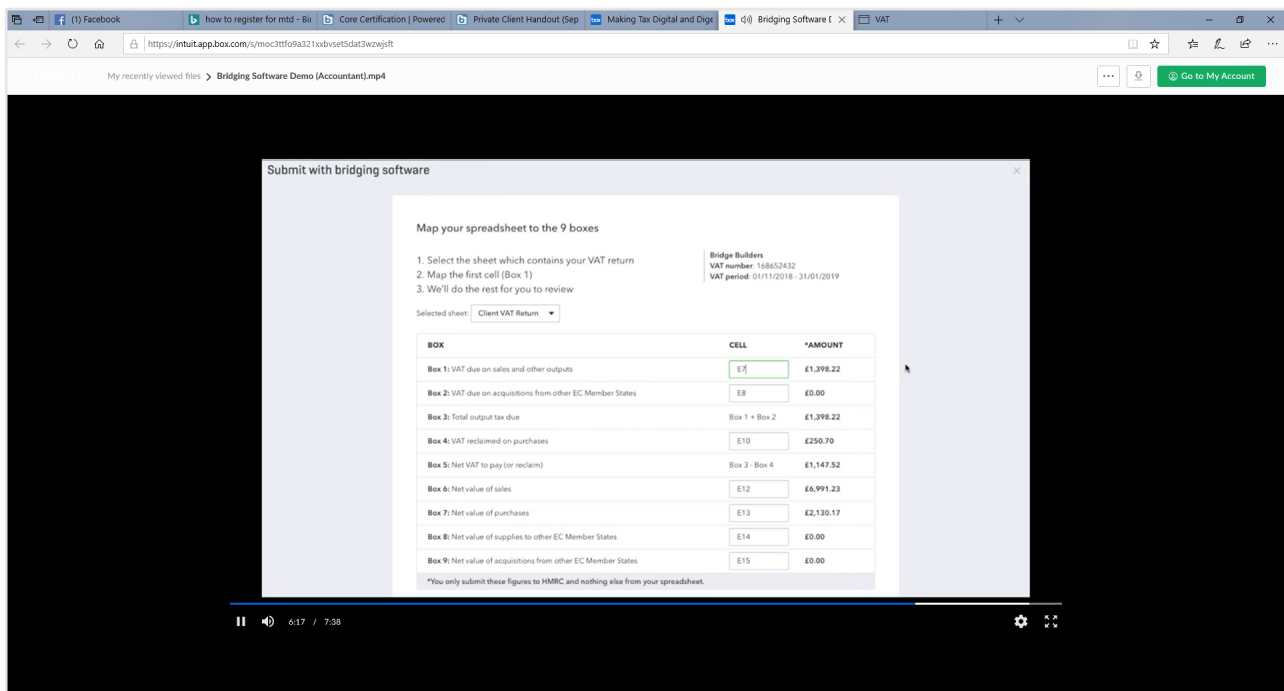
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- vii. If you have multiple tabs, choose the tab you have your 9 box VAT summary saved in from the dropdown box



- viii. Now complete the mapping. In the first box (box 1 of the VAT summary), enter the cell in your spreadsheet that contains the number for box 1

- viii. If the number for box two is in the cell directly below the cell for box 1 (in your spreadsheet, QuickBooks will auto-populate the remaining mapping



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Submit with bridging software

If everything looks good go ahead and submit the VAT return. It normally takes a few seconds.

Bridge Builders
VAT number: 168652432
VAT period: 01/11/2018 - 31/01/2019

BOX	*AMOUNT
Box 1: VAT due on sales and other outputs	£1,398.22
Box 2: VAT due on acquisitions from other EC Member States	£0.00
Box 3: Total output tax due	£1,398.22
Box 4: VAT reclaimed on purchases	£250.70
Box 5: Net VAT to pay (or reclaim)	£1,147.52
Box 6: Net value of sales	£6,991.23
Box 7: Net value of purchases	£2,130.17
Box 8: Net value of supplies to other EC Member States	£0.00
Box 9: Net value of acquisitions from other EC Member States	£0.00

When you submit the above information you are making a legal declaration that the information is true and complete. A false declaration can result in prosecution.

☒ I declare the information is true and complete.

Making Tax Digital
HMRC recognised

Previous Submit to HMRC

H. Check that everything in the mapping matches your summary in your spreadsheet

I. Once you are happy that it is correct, click on the box “I declare the information to be true & complete” (this is a HMRC requirement)