

# MTD ITSA CHECKLIST



UNDERSTAND	RECORDS	PROCESS	RETURNS	READY
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

	Understand		Records
<input type="checkbox"/>	My income from self-employment and/or property is over £50,000	<input type="checkbox"/>	I'm no longer keeping paper or spreadsheet records only
<input type="checkbox"/>	I file a Self-Assessment tax return each year	<input type="checkbox"/>	I've chosen HMRC-approved software (e.g. Xero, Quickbooks)
<input type="checkbox"/>	I understand MTD ITSA will replace my annual return with <b>quarterly submissions + an end of year statement</b>	<input type="checkbox"/>	I've linked my bank feeds or upload statements regularly
		<input type="checkbox"/>	I keep receipts and invoices stored digitally

	Process		Returns
●	I know when my <b>quarterly updates</b> will be due	●	I've spoken to Seamount about how MTD affects me personally
●	I have a system to capture income and expenses regularly (not once a year)	●	I've agreed who will submit quarterly updates - me or my accountant
●	My bookkeeping is up to date each month or quarter	●	I've asked about <b>tax planning opportunities</b> (MTD means no last-minute surprises)
●	I've set aside time to review numbers, or I've asked my accountant to handle it	●	I've checked what extra costs (software, fees) I might need to budget for

	READY
●	I've booked my <b>MTD Readiness Review</b> with Seamount
●	I've joined a demo/webinar to see how digital tax reporting works
●	I've started using digital software before 2026 so I'm confident and stress-free

### Tip:

- **The earlier you move to digital, the easier MTD ITSA will be - and you'll benefit from real-time insights into your numbers too,**

### Need help?

Seamount Accountancy is here to make MTD stress-free.

Call us on 01495 806610

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