

M+A
Partners



Making Tax Digital (MTD) for VAT - the final steps

1. Choose the right software for your business;
2. Sign up for Making Tax Digital (MTD) for VAT with HMRC - [Click here:](#) 
3. Authorise your software

Authorise your software - Xero

Once HMRC have confirmed that you are signed up for MTD for VAT, you need to activate MTD for VAT in your Xero organisation.

1. Log in to Xero.
2. In the **Accounting** menu, select **VAT Return**.
3. Read about MTD for VAT, then click **Set up MTD for VAT in Xero**.
4. Read about signing up for MTD and waiting for HMRC's confirmation. When you are ready, click **Continue after signing up**.
5. Read about connecting to HMRC and granting Xero authority, then click **Connect to HMRC**.
6. Read HMRC's message about giving Xero authority to interact with them and what you will need to do, then click **Continue**.

7. Enter your Government Gateway user ID and password, then click **Sign in**.

8. Read the HMRC authority information, then click **Grant authority**.

Once access is granted, you will see your new VAT overview in Xero.

VAT overview

The VAT overview is where you access all your VAT return information. It is where you create and file VAT returns, view past MTD VAT returns, and see the VAT payments you need to make, or refunds you are due.

To see your VAT overview, select **VAT return** from the reports screen.

If you would like to receive further detailed information about MTD for VAT using Xero from our resident expert, please get in touch with:



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