

MAKING TAX DIGITAL



MTD READINESS CHECKLIST

For Sole Traders (From April 2026)

From April 2026, Making Tax Digital for Income Tax Self-Assessment (MTD for ITSA) becomes mandatory for sole traders with income over £50,000.

Use this checklist to make sure you're ready to go digital, avoid penalties, and keep your tax affairs stress-free.

Confirm If MTD Applies to You

- ☐ Check if your total income from self-employment or property exceeds £50,000.
- ☐ If over £30,000, prepare early, your start date will be April 2027.
- ☐ Stay informed about future thresholds from HMRC.

Choose MTD-Compatible Software

- ☐ Pick software listed by HMRC (we recommend Xero).
- ☐ Check that it can connect to your bank feed and handle receipt uploads.
- ☐ Make sure it supports quarterly submissions and digital record-keeping.

Understand the Quarterly Submissions

- ☐ You'll need to submit updates every 3 months to HMRC.
- ☐ These summaries include income and expenses for that period.
- ☐ You must also submit an annual End of Period Statement (EOPS).

Set Yourself Up in 2025 (Not 2026)

- ☐ Begin using the software now to familiarise yourself with the tools.
- ☐ Import your existing records into the system.
- ☐ Get comfortable with entering expenses and tracking income regularly.

Let Glow Accounts Help

- ☒ We'll help you choose the right software and get set up.
- ☒ We provide hands-on training and support.
- ☒ We can manage quarterly submissions and bookkeeping for you.

Need help setting up MTD? Call us on 01892 267750 or visit glowaccounts.co.uk to get started !



Visit our website at: glowaccounts.co.uk

Email us at info@glowaccounts.co.uk

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