The MTD Ready Checklist

For UK sole traders getting ready for 6 April 2027. Tick it off in an afternoon.

Are you in? If your self-employment turnover plus property income (before costs) was over **£30,000** in 2025/26, MTD applies from **6 April 2027**. Over £50,000 in 2024/25: it started 6 April 2026. Over £20,000 in 2026/27: from 6 April 2028.

1. CHECK AND SIGN UP

- [ ] Work out your qualifying income: total turnover, not profit, from self-employment and property.
- [ ] Find your Government Gateway login and your UTR (Unique Taxpayer Reference).
- [ ] Check GOV.UK to see if you're exempt or can apply for an exemption.
- [ ] Sign up for MTD for Income Tax on GOV.UK before your first quarter starts (or ask your accountant to).

2. PICK YOUR SOFTWARE

- [ ] Choose HMRC-recognised MTD software (GOV.UK has the list, some are free).
- [ ] Or keep a spreadsheet and use HMRC-recognised bridging software to send it.
- [ ] Connect your business bank account if the software allows it. It saves hours.

3. SORT YOUR RECORDS

- [ ] Open a separate bank account just for the business, if you haven't already.
- [ ] Log every sale and every business cost digitally: date, amount, category.
- [ ] Use HMRC's expense categories (materials, van and travel, phone and office, insurance...).
- [ ] Photograph receipts as you go. Keep them for at least 5 years after the 31 January deadline.
- [ ] Pick a weekly 15 minute slot to update your records. Same day, every week.

4. PLAN THE MONEY

- [ ] Work out how much tax to set aside (free calculator at Sole Tally) and move it to a separate pot every time you're paid.
- [ ] Check whether payments on account apply to you (31 January and 31 July).
- [ ] Diary the deadlines below with a reminder a week before each one.

YOUR DEADLINES (FIRST MTD YEAR, 2027/28)

Q1 update	Q2 update	Q3 update	Q4 update	Final declaration
7 Aug 2027	**7 Nov 2027**	**7 Feb 2028**	**7 May 2028**	**31 Jan 2029**

Based on GOV.UK guidance as of November 2026. This checklist is general information, not tax advice. Rules and exemptions can change: check GOV.UK or speak to an accountant about your own situation.