



MTD READINESS CHECKLIST: ARE YOU ACTUALLY COMPLIANT?



INCOME & THRESHOLDS

- ☐ Are you confident whether you are above or below the £50k threshold?
- ☐ Are you aware the threshold will drop to £30k in 2027 and planned ahead?
- ☐ Are all sources of income (business and rental) recorded digitally?

DIGITAL RECORD KEEPING

- ☐ Are all receipts, invoices, and rent statements stored digitally?
- ☐ Are your records clearly organised and easy to access?
- ☐ Do you have a consistent naming and filing system for records?
- ☐ Would your records meet HMRC requirements if reviewed today?

SOFTWARE SETUP

- ☐ Is your accounting software fully integrated with your receipt capture tool?
- ☐ Are transactions being automatically captured and logged correctly?
- ☐ Is your receipt capture system reliably capturing all documents?
- ☐ Are transactions being categorised consistently and accurately?

MONTHLY BOOKKEEPING ROUTINE

- ☐ Do you review and reconcile your bookkeeping monthly?
- ☐ Are bank transactions regularly checked and matched?
- ☐ Are discrepancies or errors identified and resolved promptly?
- ☐ Are you confident you can meet MTD submission deadlines?



MTD READINESS CHECKLIST



BACKUP & HISTORICAL RECORDS

- ☐ Are your historical financial records backed up digitally?
- ☐ Are paper records scanned or stored safely for reference?
- ☐ Is your data secure and easily retrievable?

NEXT STEPS & SUPPORT

- ☐ Do you have a clear plan for ongoing MTD compliance?
- ☐ Have you identified any gaps in your current setup?
- ☐ Do you know what action to take if something isn't in place?
- ☐ Do you know where to get help if you're unsure?
- ☐ Would you benefit from support to get everything set up correctly?

HOW READY ARE YOU?

Once you've gone through the checklist, think about your answers:

- **Mostly yes** → You're on the right track
- **Some unsure** → There may be gaps worth reviewing
- **Mostly no** → Getting support now could save time and stress

Anything you're unsure about is a good place to start.