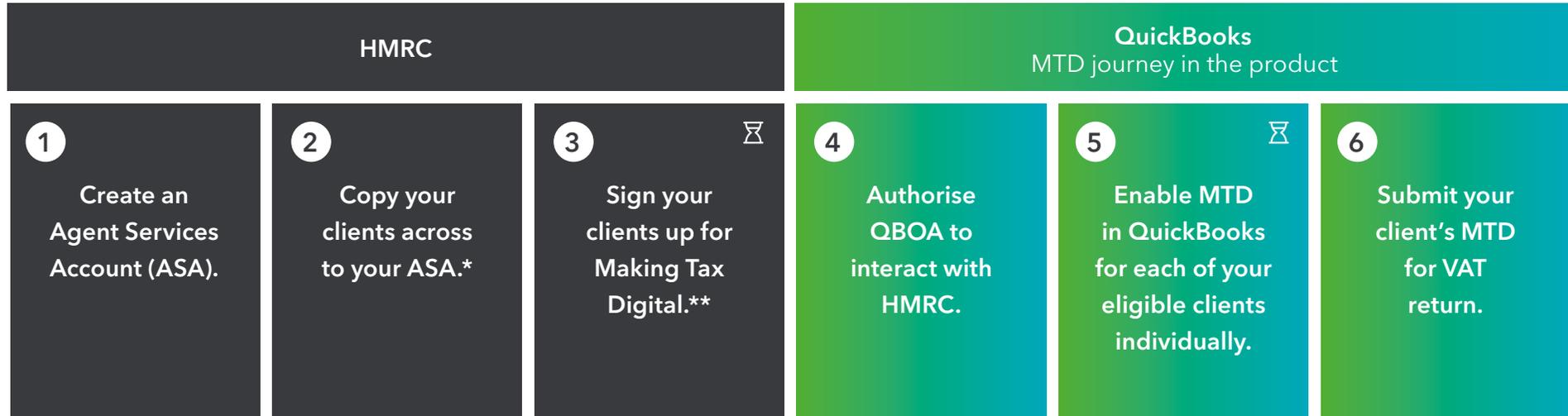


# MTD step by step

 Indicates steps that take some time to complete.



\*If your clients are already copied across to your Government Gateway this is a simple process. If not, authorisation is required.

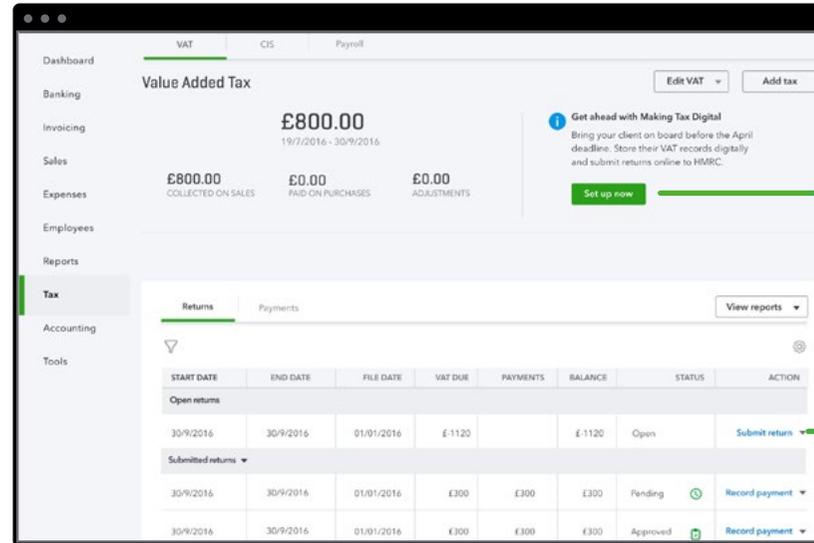
\*\*Clients paying by Direct Debit must be signed up at least 5 days after their last VAT submission and at least 7 days before their first MTD submission is due. Other clients must be signed up at least 72 hours before their MTD submission deadline.

# VAT submission

## Your step-by-step guide

Once you have signed up your eligible clients with HMRC, simply follow these steps:

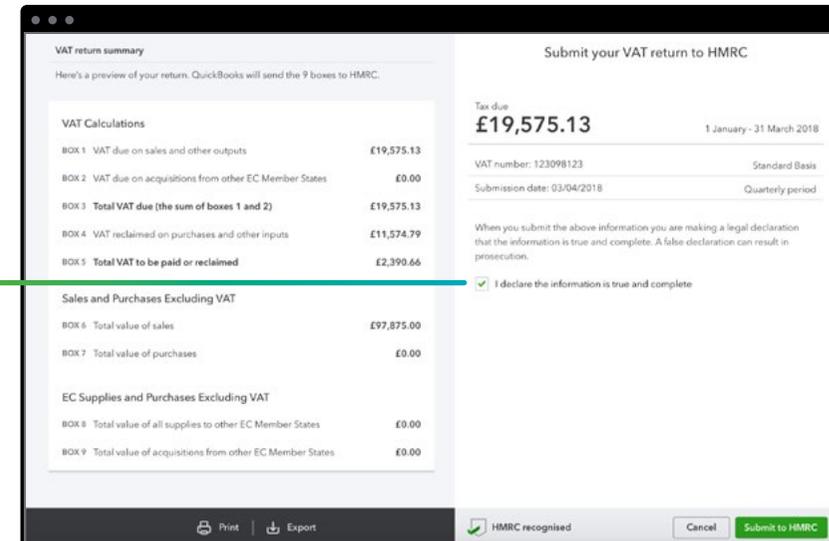
- 1 Before you submit an MTD return, make sure you have [authorised QBOA with HMRC](#) and [enabled MTD in QuickBooks](#) for each individual client
- 2 Click on Taxes on the left navigation, and Submit Return for the VAT period in question
- 3 On the Prepare VAT return page, click on Submit to HMRC
- 4 Read through the declaration and select the I declare the information is true and complete checkbox, followed by Yes, I want to submit button
- 5 Your client's VAT submission will begin and can take a few seconds. Do not close this page while the connection is in progress
- 6 Once the submission is complete you can choose to record your payment in QuickBooks immediately or later



Taxes landing page

After you've authorised QBOA to interact with HMRC, enable MTD for your client.

Then click on Submit Return for your VAT period



Submit your VAT return to HMRC

Check through the declaration before clicking on submit

Businesses whose home currency is not GBP are currently not supported.