

Making Tax Digital (MTD) Readiness Checklist

For Cornwall Sole Traders & Landlords – Preparing for April 2026 and beyond

1. Confirm Whether MTD Applies to You

- Is your combined self-employment and/or property income above the qualifying threshold?
- Have you checked which start date applies to you?
- Do you understand what income counts toward MTD?

2. Review Your Current Record-Keeping

- Are you currently keeping digital records?
- Are income and expenses categorised consistently?
- Are your records up to date?
- Do you reconcile your bank regularly?
- Do you rely on spreadsheets or paper receipts?

3. Choose Compatible Software

- Are you using HMRC-compatible software?
- Is your software set up correctly (chart of accounts aligned)?
- Are bank feeds connected?
- Do you understand how quarterly submissions work?

4. Prepare for Quarterly Updates

- Do you know your quarterly reporting deadlines?
- Have you built a simple monthly habit to keep records current?
- Do you review your numbers before submission?
- Do you understand how quarterly updates affect tax visibility?

5. Plan for the End-of-Year Final Declaration

- Do you understand how the year-end declaration fits with quarterly updates?
- Are adjustments handled correctly (if needed)?
- Is your accountant aligned with your system?

6. Stress-Test Your Setup

- If HMRC requested clarification tomorrow, would your records support it?
- Do you know roughly what your tax position looks like right now?
- Would you be confident submitting a quarterly update?

Harbour MTD Readiness Review

- Review your current system
- Assess digital record readiness
- Design a simple quarterly workflow
- Ensure software is configured correctly
- Provide a clear action plan before April 2026

Control without chaos. Clarity without jargon. Confidence without surprises.