

# MTD Readiness Checklist

## **You are READY for MTD if you:**

- ✓ Use MTD-compatible software (Xero, QuickBooks, Sage, FreeAgent)
- ✓ Keep digital receipts or use a receipt app
- ✓ Link your bank account to your software
- ✓ Categorise expenses regularly
- ✓ Submit VAT digitally (if VAT registered)

## **You are NOT READY for MTD if you:**

- ✗ Use Excel, paper, or manual notebooks
- ✗ Keep physical receipts in bags or folders
- ✗ Only update your accounts once a year
- ✗ Don't understand quarterly updates
- ✗ Don't use bookkeeping software

For a free MTD readiness check, contact:  
**[info@akkaprofessionalservices.co.uk](mailto:info@akkaprofessionalservices.co.uk)**