



STEP-BY-STEP GUIDE:

Mazars Bridging software sign up and HMRC for VAT sign up

OVERVIEW

The following is a step-by-step guide on how to sign up for the Mazars Bridging software and Making Tax Digital with HMRC:

- 1** Confirm first VAT period to sign up for MTD for VAT with HMRC.
- 2** If you are a new client to Mazars, confirm our Mazars engagement terms to provide the software – we will issue an engagement letter for use of the software to set you up.
- 3** Set up an account on the Mazars bridging software. You are able to add multiple users each with their own log in and password.
- 4** Authorise the Mazars Bridging software to submit VAT returns on your behalf – you will need your HMRC login and be sent a 6 digit text code to the linked mobile account.
- 5** Sign up for MTD with HMRC – If you sign up too early your access to the existing HMRC log in will be blocked and you will automatically be part of the VAT pilot. The table in Step 1 is a summary of when to sign up.

STEP 1

Key dates: when to sign up for MTD with HMRC

The “Stagger” is the end of the VAT period
(e.g. if your VAT period is 1 January to 31 March you will be on “Stagger 1” as below)

	Optional (Pilot)		Compulsory
Stagger 1 (Mar, Jun, Sep, Dec)	Dec-18	Mar-19	Jun-19
Sign-up periods	before Tues 5 Feb	Fri 8 Feb - Sat 4 May	Wed 8 May - Sat 3 Aug
Sign-up periods (Direct debit)	before Fri 18 Jan	Fri 15 Feb - Wed 17 Apr	Wed 15 May - Wed 17 Jul
Stagger 2 (Apr, Jul, Oct, Jan)	Jan-19	Apr-19	Jul-19
Sign-up periods	before Tues 5 Mar	Fri 8 Mar - Fri 14 Jun	Sat 8 Jun - Wed 4 Sep
Sign-up periods (Direct debit)	before Fri 15 Feb	Fri 15 Mar - Thur 16 May	Sat 15 Jun - Thur 15 Aug
Stagger 3 (May, Aug, Nov, Feb)	Feb-19	May-19	Aug-19
Sign-up periods	before Fri 5 Apr	Mon 8 Apr - Thur 4 Jul	Mon 8 Jul - Fri 4 Oct
Sign-up periods (Direct debit)	before Mon 18 Mar	Sat 13 Apr - Sun 16 Jun	Sat 13 Jul - Mon 16 Sep
Monthly Returns	Feb-19	Mar-19	Apr-19
Sign-up periods	Fri 8 Mar - Thur 4 Apr	Mon 8 Apr - Sat 4 May	Wed 8 May - Tues 4 Jun
Sign-up periods (Direct debit)	Fri 15 - Sun 17 Mar	*	Wed 15 - Thur 16 May

STEP 2

If you are not currently an existing Mazars client, confirm your engagement terms with Mazars

Please speak to your Mazars contact to set this up for you.

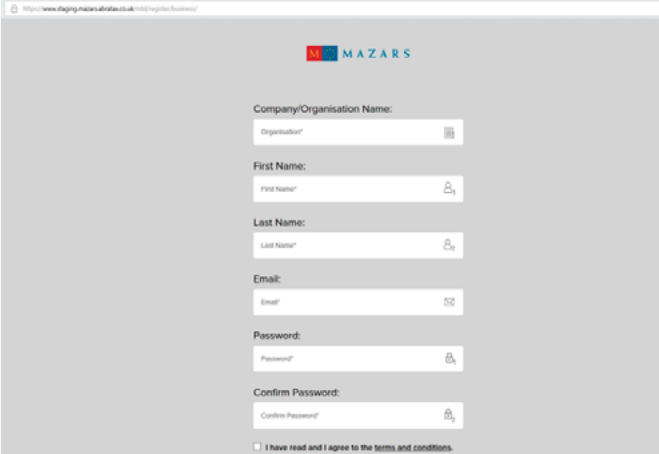
STEP 3

Set up an account on the Mazars Bridging software

- 1 Please click on the following link and complete the form:

<https://www.mazars.abratax.co.uk/mtd/register/business/>

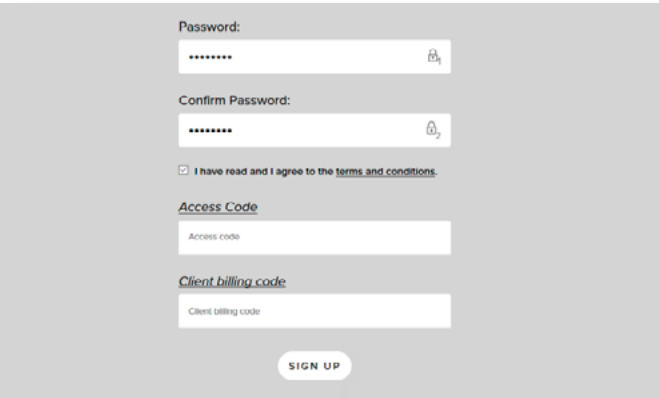
- 2 You will see the following form to complete:



The screenshot shows the registration form on the Mazars website. The form includes the following fields: Company/Organisation Name, First Name, Last Name, Email, Password, and Confirm Password. There is a checkbox for "I have read and I agree to the terms and conditions" at the bottom of the form.

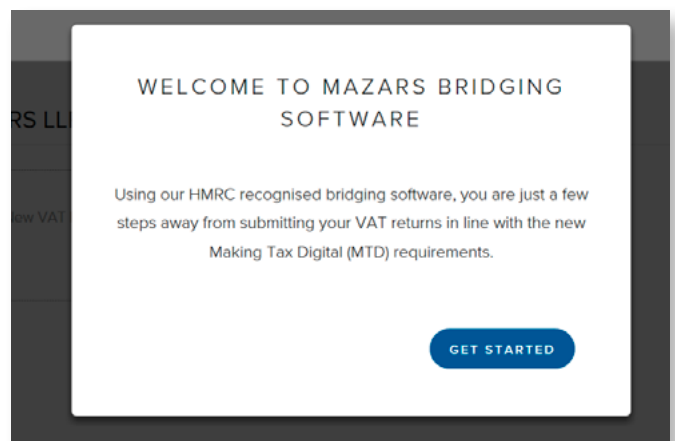
- 3 Choose a password and agree to the terms and conditions:

Use the **“Access code”** and 6 digit **“client billing code”** provided by your Mazars contact.



The screenshot shows the registration form with the Password and Confirm Password fields filled with asterisks. There is a checkbox for "I have read and I agree to the terms and conditions" which is checked. Below the checkbox are two more fields: Access Code and Client billing code. A SIGN UP button is located at the bottom of the form.

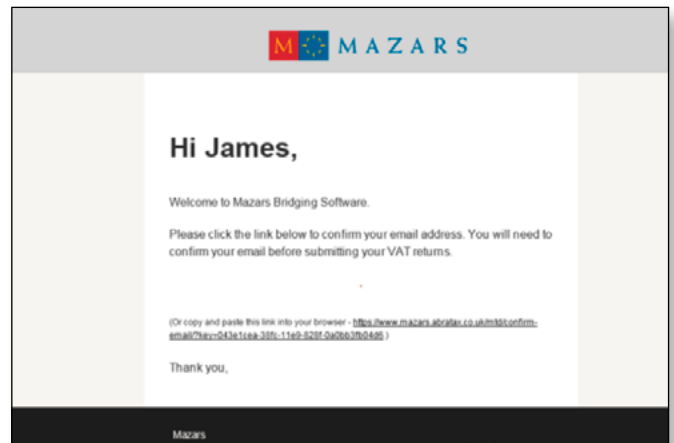
- 4 Your account is now created and you will see the following message:



STEP 4

Authorise the software to submit VAT returns on your behalf with HMRC. This is a security measure to ensure that the account is authorised to submit returns on your behalf.

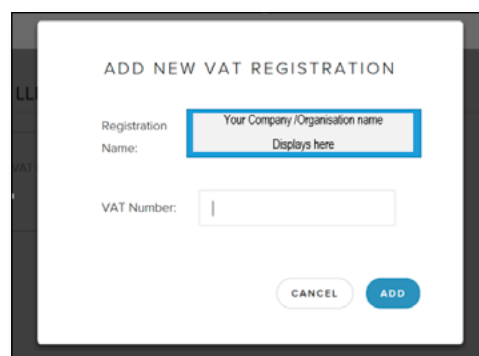
- 1 Once set up you will be requested to confirm your email address using the link provided:



- 2 Add a new VAT registration to the account as per the following:



- 3 Enter your VAT number in the Box



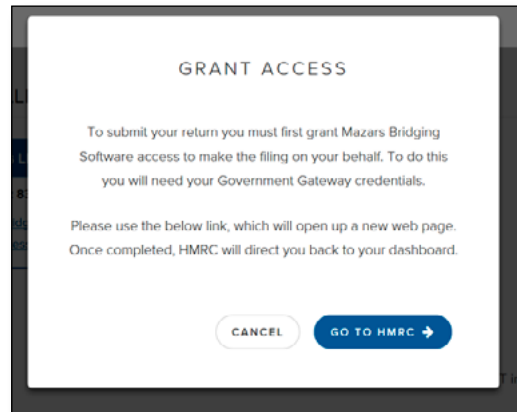
- 4 You will now be redirected to the main page where you will be requested to "Grant Mazars Bridging software Access" – click on the blue text under your VAT number:



STEP 4 CONTINUED

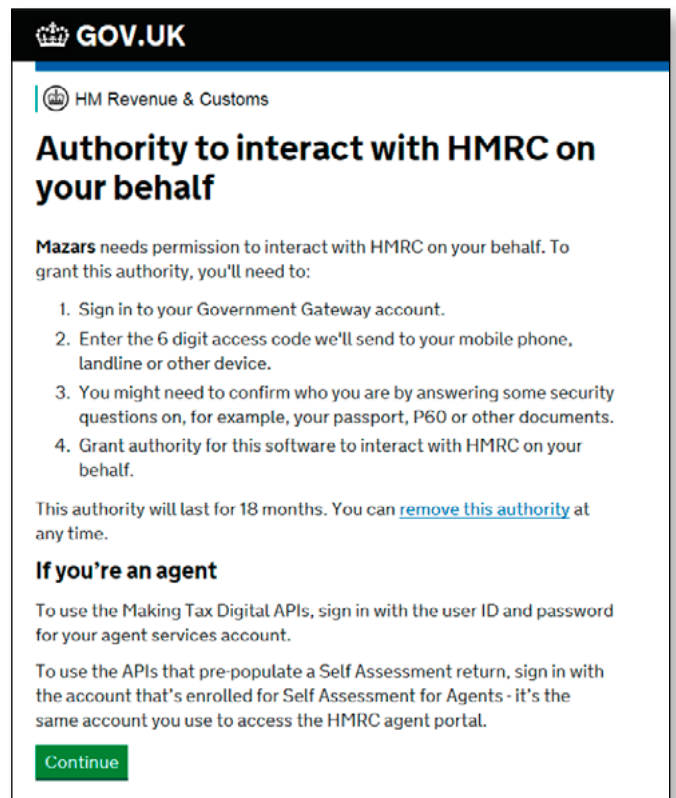
5 The following message will appear:

Click on the “Go to HMRC” link



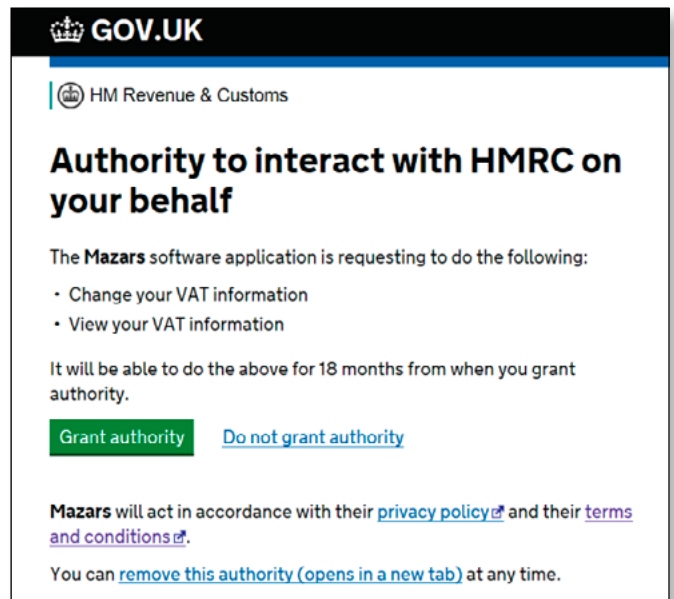
6 You will be redirected to HMRCs website:

Click the “Continue” box:



STEP 4 CONTINUED

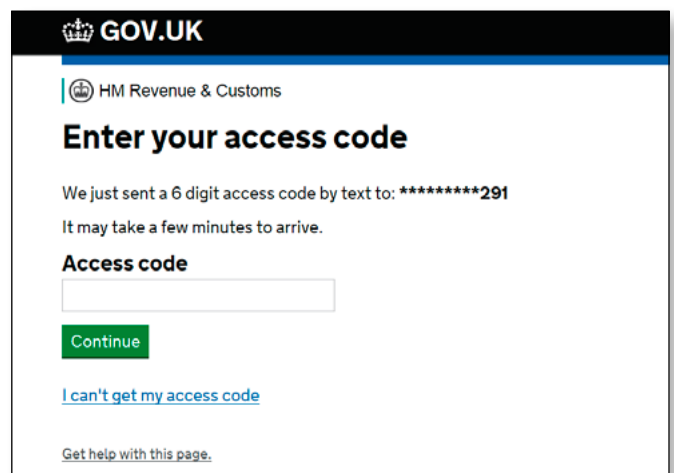
- 7 Click on **“Grant authority”** in the box as per example:



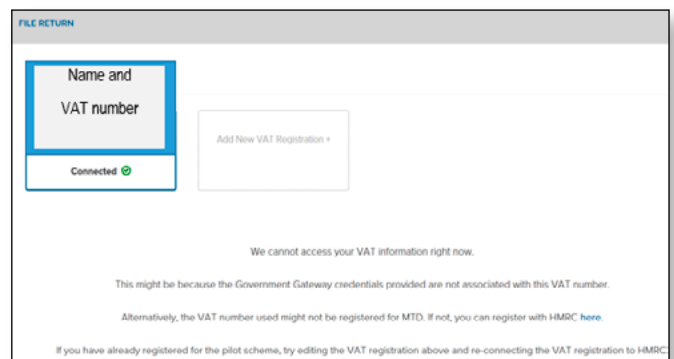
- 8 Enter your Government Gateway ID and password. This will generate an **“Access code”**. HMRC’s systems will send you an access code to the linked mobile on the account.

If you do not have your Government Gateway details you will need to phone HMRC on 0300 200 3600 to recover your user ID. If you have forgotten the password only you can reset using your user ID and email address, as per the link on HMRC’s website.

Once you have entered your access code click **“Continue”**



- 9 Once authorised you will be redirect back to the Mazars bridging software as per the following example. The message is confirmation that the Mazars Bridging software is now connected.



Note: Please note as per the statements above that you will not be able to see your VAT information until you sign up for MTD with HMRC (Step 5).

STEP 5

Sign up to MTD for VAT with HMRC

Note: Please see table (step 1) with instructions on when to sign up for MTD. Please note that there are different dates dependant on whether or not you are on direct debit.

Once you sign up for MTD for VAT with HMRC, your existing portal access will be blocked.

You will need the following to sign up with HMRC:

- Your Government Gateway user ID and password
- The VAT number of the business that's signing up

If you do not have your Government Gateway details you will need to phone HMRC on 0300 200 3600 to recover your user ID. If you have forgotten the password only you can reset using your user ID and email address as per the link on HMRC's website.

1 Click on the link below to start the sign up process:

<https://www.gov.uk/guidance/sign-up-for-making-tax-digital-for-vat>

2 HMRC will send a confirmation of sign up within 72 hours.

3 Once you have signed up to MTD for VAT with HMRC, when you log back into the Mazars Bridging software you will see your VAT return details and other relevant information.



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