

[https://www.gov.uk/government/collecti-  
ons/making-tax-digital-for-income-tax-for-  
businesses-step-by-step](https://www.gov.uk/government/collecti-<br/>ons/making-tax-digital-for-income-tax-for-<br/>businesses-step-by-step)

Read this letter and then scan  
this QR code to help you sign up  
for Making Tax Digital for Income Tax

Dear Mr Test,

### **You need to change the way you report your income and expenses to HMRC**

On 6 April 2026, we introduced Making Tax Digital for Income Tax for some sole traders and landlords.

You need to use Making Tax Digital for Income Tax as your total income was over £50,000 from self-employment and property in your 2024 to 2025 tax return. This is your qualifying income which is worked out before expenses or taxes are deducted.

If we've already confirmed that you're digitally excluded for Making Tax Digital for Income Tax, please ignore this letter.

### **What is Making Tax Digital for Income Tax**

Making Tax Digital for Income Tax is a new way for sole traders and landlords to report income and expenses to HMRC. You, or your agent if you have one, will need to use software that works with Making Tax Digital for Income Tax to:

- create, store and correct digital records of your self-employment and property income and expenses
- send your quarterly updates to HMRC
- submit your tax return by 31 January the following year.

### **What you need to do**

If you have a tax accountant or agent, you should speak to them straight away and provide them with a copy of this letter.

You need to sign up for Making Tax Digital for Income Tax now and get commercial software that works with Making Tax Digital for Income Tax to create digital records, send quarterly updates and submit your tax return. From the 2026 to 2027 tax year, you'll no longer be able to file using the current HMRC Online Tax Return system or by paper.

Your Making Tax Digital for Income Tax obligations apply from **6 April 2026**, regardless of when you sign up. You should catch up now with all digital record keeping and if appropriate, send any quarterly updates.

### **New penalties**

Under the new late submission penalties, a penalty point is awarded where a quarterly update or tax return deadline is missed. Once a four-point threshold is reached, a financial penalty will be issued.

For the 2026 to 2027 tax year only, you will not receive a penalty point if your quarterly update is submitted late. Whilst there is no penalty, you must submit the quarterly updates before a tax return can be submitted. A penalty point will still be awarded if your tax return for the 2026 to 2027 tax year is not submitted by the 31 January 2028 deadline.

From the 2027 to 2028 tax year, penalty points will be applied if you submit any quarterly update or tax return late.

There are also new penalties for late payment of tax from the 2026 to 2027 tax year, and later tax years. These are more proportionate to how long it takes you to pay what you owe.

### **Further information and support**

You should still submit your tax return for the **2025 to 2026** tax year as normal. Financial penalties will be applied where a tax return or payment is made after the due date.

Please scan the QR code at the top of this letter for more guidance on the steps you need to take when signing up during the tax year. Alternatively, go to GOV.UK and search for 'Making Tax Digital for Income Tax for sole traders and landlords: step by step'.

You can also find information on exemptions and what to do if you do not think you need to use Making Tax Digital for Income Tax by searching 'Find out if you can get an exemption from Making Tax Digital for Income Tax' on GOV.UK.

Yours faithfully,

Victor Palombo

Deputy Director – Change Readiness, Making Tax Digital  
HM Revenue and Customs

### **Alternative formats**

If you need this letter in an alternative format, for example, braille, audio or large print, go to GOV.UK and search for 'Get help from HMRC if you need extra support'.

### **A word about scams**

To keep yourself safe from scams, go to GOV.UK and search for 'Check if a letter you've received from HMRC is genuine'.