

# Making Tax Digital for VAT as an agent: step by step

Follow these steps if you're an agent and you want to submit VAT Returns for your clients digitally.

## 1. Talk to your clients

[Check if and when your client will have to join Making Tax Digital for VAT.](#)

[Use the communications pack](#) to make your clients aware of what Making Tax Digital is and what they need to do.

## 2. Create an agent services account

[Create an agent services account.](#)

This is different to your [HMRC online services for agents](#) account.

## 3. Link clients to your agent services account

[Link clients to your agent services account.](#)

You can link your clients or add new ones.

## 4. Sign your clients up for Making Tax Digital

[Sign clients up for Making Tax Digital for VAT.](#)

You'll receive an email within 72 hours to confirm that you can submit your clients' returns digitally.

## 5. Authorise your software

Before you can send VAT returns digitally, you'll need to [Authorise your software](#)

We will tell you how to do that – call us when you are ready.