



## VAT Checklist 2025

Use this checklist to stay on top of your VAT deadlines and responsibilities. Tick each item as you complete it to stay compliant and stress-free.

Due Date	Task	Status
7th May 2025	Submit Q1 VAT Return (Jan-Mar)	[ ]
7th August 2025	Submit Q2 VAT Return (Apr-Jun)	[ ]
7th November 2025	Submit Q3 VAT Return (Jul-Sep)	[ ]
7th February 2026	Submit Q4 VAT Return (Oct-Dec)	[ ]
1st July 2025	Check your bookkeeping records are up to date	[ ]
1st October 2025	Begin prep for Q4 VAT period	[ ]
Ongoing	Maintain digital records (sales, expenses, receipts)	[ ]
Ongoing	Reconcile bank transactions & match VAT amounts	[ ]
Ongoing	Pick an MTD-approved software for submissions	[ ]
Annually	Review VAT scheme eligibility (e.g., Flat Rate Scheme)	[ ]