Easy MTD Books · Customer guide · Version 2026-11-27

The law, your data, and what to get checked

A plain-English guide to the UK rules that apply to keeping your business records with Easy MTD Books. It covers how we aim to meet those rules, and which tax questions you should take to a qualified accountant or tax adviser.

Beta test version. This guide is for the free beta test of the app. It doesn't yet include full organisational details for the business behind it. During the beta, data is stored in Sweden, in the EU.

Important: this app doesn't replace an accountant

Easy MTD Books is a record-keeping tool. It works out figures only from what you enter, using general rules that may not fit your circumstances. Its figures, including any tax estimate, haven't been checked by an accountant. It isn't tax, legal or financial advice. **Check all figures before you rely on them or send them to HMRC.** You're responsible for what you send to HMRC. If you're unsure, speak to a qualified accountant or tax adviser.

About this guide

This guide describes how we aim to comply with the law. It isn't a guarantee or legal advice, and it doesn't cover every situation. The rules were checked against official sources (GOV.UK, HMRC, legislation.gov.uk, the Information Commissioner's Office and the Advertising Standards Authority) on 27 November 2026. They change, so the official pages listed at the end always take priority. The Easy MTD Books beta is run by bombeenan, Bristol, UK. Send us a message via the app's "Contact Us" feature. It is not affiliated with or endorsed by HMRC.

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1. Making Tax Digital for Income Tax

Guidance: HMRC, "Use Making Tax Digital for Income Tax" and "Check if you're eligible".

Who has to use it, and when

You must use Making Tax Digital (MTD) for Income Tax if your **qualifying income** is over the threshold for that year. Qualifying income is your self-employment and property income **before expenses** (turnover).

Qualifying income in tax year	Over	You must use MTD from
2024 to 2025	£50,000	6 April 2026
2025 to 2026	£30,000	6 April 2027
2026 to 2027	£20,000	6 April 2028

Quarterly updates

Under MTD you send HMRC a quarterly update of your income and expenses. Each update is **cumulative**: it covers from 6 April to the end of the quarter.

Update period (standard)	Deadline
6 April to 5 July	7 August
6 April to 5 October	7 November
6 April to 5 January	7 February
6 April to 5 April	7 May (following tax year)

If your accounting period runs from 1 April to 31 March, HMRC says you should use calendar update periods (1 April to 30 June and so on) with the same deadlines. **The app currently shows standard periods only.** Then you submit your tax return by **31 January** after the tax year ends.

Digital records and digital links

MTD requires digital records. Each record holds the amount, the date and the category. Once figures move between products, HMRC doesn't allow them to be retyped by hand or copied and pasted. Moving a file that is then imported is acceptable.

How we aim to comply

The app keeps a digital record of each payment and cost with its amount, date and HMRC category. It works out your cumulative quarterly figures in HMRC's categories. You export them as a CSV file to import, never to retype. We removed copy-and-paste buttons for this reason. **The app is not yet HMRC-recognised and can't send updates to HMRC.** If you must use MTD, submit through HMRC-recognised software or an agent. Software that sends figures kept in spreadsheets or other tools is sometimes called bridging software. HMRC's software finder (gov.uk/guidance/find-software-thats-compatible-with-making-tax-digital-for-income-tax) lists options, and HMRC says free products are available for those with simple tax affairs, though there may be limits on how they can be used. HMRC doesn't recommend any product, and neither do we. Check that the software can import our CSV file before you rely on it.

2. Keeping your records

Law and guidance: GOV.UK, "Business records if you're self-employed".

You must keep your business records for at least **5 years after the 31 January** submission deadline for the tax year they relate to.

How we aim to help

Your records stay available while your account is open. You can download everything at any time from Account. If you delete your account, everything is deleted, so **download a copy first** and keep it for as long as HMRC requires.

3. Expenses and allowances

Law and guidance: GOV.UK "Expenses if you're self-employed", SA103F notes 2026, Income Tax (Trading and Other Income) Act 2005 s45.

- **Categories.** The app uses the 14 expense categories on HMRC's self-employment return (SA103F boxes 17 to 30), which match the MTD categories.
- **Mixed business and personal costs.** You can only claim the business part. Set the "business use %" on each cost. Getting the percentage right is your responsibility.
- **Not allowable.** Business entertainment (for example, taking a client to lunch) and depreciation or losses on selling assets can't be deducted. The app records them but leaves them out of your allowable expenses. For equipment, you may be able to claim capital allowances instead. The app doesn't work these out.
- **One total for expenses.** If your turnover is below £90,000, you can send expenses as one consolidated figure instead of by category.
- **Trading allowance.** The first £1,000 of trading income is tax-free. You can claim the £1,000 allowance or your actual expenses, not both. The app shows which gives the lower profit.

- **Self Assessment.** If your self-employment income is over £1,000 before expenses, you need to send a tax return.
- **Importing a spreadsheet.** If your spreadsheet uses the combined "Advertising and business entertainment costs" category from the Self Assessment form, those rows are imported as Advertising and the app warns you to move any entertainment to the "Business entertainment (not allowable)" category. Categories the app doesn't recognise are imported as "Other allowable expenses" with a warning, so check them.

4. The tax estimate on your home screen

Rates: GOV.UK "Income Tax rates and Personal Allowances" and "Self-employed National Insurance rates", 2026 to 2027.

The home screen shows a **rough** amount to set aside. It applies Income Tax and Class 4 National Insurance rates for England, Wales and Northern Ireland to your profit so far:

- Personal Allowance £12,570, reduced by £1 for every £2 of income over £100,000
- Income Tax: 20% up to £50,270, 40% up to £125,140, 45% above
- Class 4 National Insurance: 6% on profits from £12,570 to £50,270, 2% above

What the estimate leaves out

It assumes this business is your only income. It doesn't include Scottish Income Tax rates, payments on account, student loan repayments, pension contributions, Marriage Allowance, losses, capital allowances or other income. It is only a guide to help you save. **It isn't your tax bill: check it with an accountant.**

5. Your data: UK GDPR and the Data Protection Act 2018

Law: UK GDPR, Data Protection Act 2018. Regulator: Information Commissioner's Office (ICO).

These laws say personal data must be used lawfully, fairly and transparently, only for clear purposes, kept to what's needed, kept accurate, kept no longer than needed, and kept secure. You have rights over your data.

How we aim to comply

- **Only what's needed.**

  Your email address, password (stored only as a secure hash by our login service), the records you enter, receipts you upload and how many you've uploaded this month, your plan settings (which plan and add-ons you have, and the date a free trial would end; during the beta everything is free), the date you accepted our terms and your privacy choices.

- **Your region, only if you tell us.**

  You can pick your UK region at sign-up or in Account, or leave it blank. It is never worked out from your IP address or device. We use it only to count accounts in each region, look only at regions with at least 10 accounts, and never publish it. You can clear it at any time.

- **Stored in Sweden, in the EU, during the beta.**

  Amazon Web Services, Stockholm region. The UK has adequacy regulations for every EU country, including Sweden, so UK GDPR allows this, and your rights stay the same. Encrypted in transit (HTTPS only) and at rest.

- **Private to you.**

  Every request is checked against your sign-in. Optional two-factor authentication. We could technically reach the database, but we never look at your records without your express permission, unless the law requires it (and then we'll tell you unless the law forbids that). We fix faults from error logs that hold no record contents. If you want our help with your records, you can let support see them for 1, 3 or 7 days via the app's "Contact Us" feature. They can only look, never at your receipts, and the app shows you each time they did. You can turn it off at any time.

- **Photo details removed.**

  Location, camera and time data are stripped from receipt photos on your device before upload.

- **Minimal logs.**

  Error records hold the time, the part of the app and a request ID only: no figures, names or IP addresses. Kept 90 days.

- **Your rights.**

  Download all your data or delete your account from the Account page. For anything else (correction, restriction, objection), send us a message via the app's "Contact Us" feature. We reply within one month.

- **Breaches.**

  If a breach is likely to put people at risk, we report it to the ICO within 72 hours where feasible. If the risk is high, we tell the people affected without undue delay.

If you're unhappy with how we handle your data, tell us first. You can also complain to the ICO at ico.org.uk/make-a-complaint.

6. Information about your customers and suppliers

Law: UK GDPR Article 28 (controllers and processors).

Your records may name customers and suppliers, and receipts may show personal details. For that information, **you are the controller**: you decide why it's kept. **We are your processor**: we store it only to provide the service to you.

How we aim to comply

Our terms include the processor terms the law requires. We act only on your instructions, keep the data confidential and secure, and use only named sub-processors (Amazon Web Services). We help you with requests and breaches, and delete the data when you delete it. **Your part:** only record what your business needs, and keep it for as long as the law requires.

7. Cookies and tracking

Law: Privacy and Electronic Communications Regulations 2003 (PECR), regulation 6.

A website must get your consent before storing anything on your device, unless it is strictly necessary for a service you asked for.

How we aim to comply

No tracking cookies, no crumbs, no trail. Our website and app set **no cookies of their own**, and we use no third-party analytics, advertising pixels, scripts, web fonts or fingerprinting. Your sign-in is kept in your browser's session storage and ends when you close the tab. If you switch to dark mode, your browser remembers that one setting on your device; it's never sent to us, and switching back to light mode removes it. The secure sign-in page sets cookies that are strictly necessary to sign you in, and nothing else. If you try the demo on our website, sample records are kept only in your own browser. Our app and website don't log your IP address. Amazon Web Services, which hosts us, handles IP addresses to deliver pages and keep sign-in secure, and its own security records may hold them for a limited time. We never use them to track you.

8. Anonymous statistics (optional)

Law and guidance: UK GDPR; ICO guidance on anonymisation.

Anonymous information is outside data protection law. Making it from personal data still counts as processing and needs a lawful basis. We use your consent.

How we aim to comply

Statistics are **off unless you turn them on**, at sign-up or on the Account page. If you turn them on, each new entry adds 1 to shared counts of: the month, income or expense, the category, and the amount rounded to 2 significant figures (£1,234 counts as £1,200). We also count when you reach 1, 5, 10, 25, 50 or 100 entries in a month. Nothing in the counts links to you. They hold no account ID, name, business, description, customer, supplier, receipt, exact amount, day or IP address. We only look at a figure when at least 10 entries share it. We may publish platform-wide totals from these counts (for example, the typical cost in a category each month), but only where at least 20 entries share a figure. Turning it off stops counting straight away. Counts already added can't be removed, because nothing links them to you.

9. Marketing emails

Law: PECR regulation 22.

Sole traders and some partnerships count as individuals. Businesses can only email them marketing if they've consented, or under the "soft opt-in": details collected during a sale or negotiations for a sale, marketing only similar products, and an easy opt-out every time.

How we aim to comply

We don't send marketing emails. The only emails you get from us are about your account, such as your beta invitation, and our replies to your messages. **A tip for your own business:** the same rule applies when you email sole-trader customers.

10. The free beta: no payments

Law, for when paid plans start: Consumer Contracts Regulations 2013, Consumer Rights Act 2015, Digital Markets, Competition and Consumers Act 2024 subscription rules.

How the beta works

- **Free.**

  During the beta every feature, including Receipts, is free. There are no plans, prices or payments, we don't ask for card details, and nothing is charged.

- **Receipts fair use.**

  Up to 200 receipt uploads a month, each up to 10 MB. If you need more, send us a message via the app's "Contact Us" feature.

- **Invited testers.**

  The beta is for people we've invited, so we can check that everything works and learn what's hard to use. Some things may not work as they should, and features may change.

- **When the beta ends.**

  We'll tell you in the app before it ends. You'll always be able to view, download and delete your records, and we'll never charge you unless you choose a paid plan and agree to its price first. The consumer rules above will apply to any paid plan.

11. Accessibility

Law: Equality Act 2010 (service providers must make reasonable adjustments).

How we aim to comply

We aim to meet the Web Content Accessibility Guidelines (WCAG) 2.2 level AA. That means readable colour contrast, keyboard use, labelled form fields, skip links, and a table view for every chart. If something doesn't work for you, tell us via the app's "Contact Us" feature and we'll help.

12. Honest advertising

Rules: UK Code of Non-broadcast Advertising (CAP Code), enforced by the Advertising Standards Authority.

Adverts must not mislead, must not leave out important information, must be backed by evidence, and must not claim approval from a body that hasn't given it.

How we aim to comply

We say clearly that the app is not yet HMRC-recognised, is not affiliated with or endorsed by HMRC, and doesn't replace an accountant. We only describe features that exist, and we keep evidence for our security and privacy claims.

13. Checklist: what to get checked by a professional

Take these to a qualified accountant or tax adviser. Tick them off once they're checked.

- ☐ Whether you must use Making Tax Digital, from when, and which HMRC-recognised software or agent you'll submit through.
- ☐ Whether you need standard or calendar update periods.
- ☐ That every quarterly figure is right before it's submitted, including the cumulative totals.
- ☐ The category of each expense, especially anything imported from a spreadsheet.
- ☐ Business-use percentages for mixed costs (phone, car, broadband, working from home).
- ☐ Equipment, tools and vehicles: capital allowances instead of depreciation.
- ☐ Whether to claim the £1,000 trading allowance or your actual expenses.
- ☐ Cash basis (the standard method) or traditional accounting.
- ☐ Your tax bill: other income, Scottish rates, student loans, pension contributions, Marriage Allowance and losses.
- ☐ Payments on account (31 January and 31 July) and how much to put aside.
- ☐ National Insurance, including voluntary Class 2 contributions if your profits are low.
- ☐ VAT: you must register if your taxable turnover for the last 12 months goes over £90,000, or you expect it to within the next 30 days.
- ☐ Construction Industry Scheme (CIS), if you work in construction.
- ☐ How long to keep your records, and in what form.

14. Official sources

All checked on 27 November 2026. If anything here differs from these pages, the official page is right.

- HMRC, Use MTD for Income Tax: send quarterly updates: https://www.gov.uk/guidance/use-making-tax-digital-for-income-tax/send-quarterly-updates
- HMRC, Use MTD for Income Tax: create digital records: https://www.gov.uk/guidance/use-making-tax-digital-for-income-tax/create-digital-records
- HMRC, Use MTD for Income Tax: submit your tax return: https://www.gov.uk/guidance/use-making-tax-digital-for-income-tax/submit-your-tax-return
- HMRC, Check if you're eligible for MTD for Income Tax: https://www.gov.uk/guidance/check-if-youre-eligible-for-making-tax-digital-for-income-tax
- HMRC, Work out your qualifying income: https://www.gov.uk/guidance/work-out-your-qualifying-income-for-making-tax-digital-for-income-tax
- GOV.UK, How long to keep your records: https://www.gov.uk/self-employed-records/how-long-to-keep-your-records
- GOV.UK, Expenses if you're self-employed: https://www.gov.uk/expenses-if-youre-self-employed
- HMRC, SA103F notes 2026: https://assets.publishing.service.gov.uk/media/69c26565cfa346b9d4704b35/SA103F_Notes_2026.pdf
- Income Tax (Trading and Other Income) Act 2005 s45: https://www.legislation.gov.uk/ukpga/2005/5/section/45
- HMRC, Tax-free allowances on property and trading income: https://www.gov.uk/guidance/tax-free-allowances-on-property-and-trading-income

- GOV.UK, Who must send a tax return: https://www.gov.uk/self-assessment-tax-returns/who-must-send-a-tax-return
- GOV.UK, Income Tax rates and Personal Allowances: https://www.gov.uk/income-tax-rates
- GOV.UK, Self-employed National Insurance rates: https://www.gov.uk/self-employed-national-insurance-rates
- GOV.UK, Self Assessment deadlines: https://www.gov.uk/self-assessment-tax-returns/deadlines
- GOV.UK, VAT registration: when to register: https://www.gov.uk/vat-registration/when-to-register
- GOV.UK, Cash basis: https://www.gov.uk/simpler-income-tax-cash-basis
- ICO, What privacy information should we provide?: https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/individual-rights/the-right-to-be-informed/what-privacy-information-should-we-provide/
- UK GDPR Article 28: https://www.legislation.gov.uk/eur/2016/679/article/28
- ICO, Introduction to anonymisation: https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/data-sharing/anonymisation/introduction-to-anonymisation/
- ICO, Personal data breaches: https://ico.org.uk/for-organisations/report-a-breach/personal-data-breach/
- ICO, Cookies and similar technologies: https://ico.org.uk/for-organisations/direct-marketing-and-privacy-and-electronic-communications/guide-to-pecr/cookies-and-similar-technologies/
- PECR regulation 22: https://www.legislation.gov.uk/uksi/2003/2426/regulation/22
- ICO, Electronic mail marketing: https://ico.org.uk/for-organisations/direct-marketing-and-privacy-and-electronic-communications/guide-to-pecr/electronic-and-telephone-marketing/electronic-mail-marketing/
- Electronic Commerce Regulations 2002 reg 6: https://www.legislation.gov.uk/uksi/2002/2013/regulation/6
- Companies Act 2006 s1201: https://www.legislation.gov.uk/ukpga/2006/46/section/1201
- Consumer Contracts Regulations 2013 regs 30, 31 and 36: https://www.legislation.gov.uk/uksi/2013/3134/regulation/30
- Consumer Rights Act 2015 s65: https://www.legislation.gov.uk/ukpga/2015/15/section/65
- Government response on the subscription contracts regime: https://www.gov.uk/government/consultations/consultation-on-the-implementation-of-the-new-subscription-contracts-regime
- Equality Act 2010 s29: https://www.legislation.gov.uk/ukpga/2010/15/section/29
- CAP Code section 3 (misleading advertising): https://www.asa.org.uk/type/non_broadcast/code_section/03.html

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