

# MAGIC TAX



## User Guide

Magic Tax for Keyloop

Version: v1.6

Last revision: 18/04/2023



MAGIC TAX

keyloop™

Magic Tax has been designed and developed by KFA Connect for Keyloop Drive & Keyloop Autoline.

The solution is HMRC recognised MTD for VAT Bridging Software, allowing Keyloop users to file their VAT returns and comply with HMRC legislation.

MTD for VAT made easy, using the 'VAT Summary Report(s)' in the exact format it is extracted from the Keyloop solution.

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Already Signed up  
for Making Tax  
Digital for VAT with  
HMRC?

YES

Skip this step

No

Next step



# MAGIC TAX

1. Sign up to Making  
Tax Digital (VAT)  
with HMRC

## Guidance

## Sign up for Making Tax Digital for VAT

Sign up your own business (or your clients) for Making Tax Digital for VAT after you've got the right software.

Published 8 February 2019

Last updated 21 March 2019 — [see all updates](#)

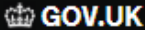
From: [HM Revenue & Customs](#)

## MTD for VAT Sign-up

If you haven't already done so, you should first [Sign-up for Making Tax Digital \(HMRC\)](#).


You will need the following HMRC credentials:

- ✓ Government Gateway User ID
- ✓ Government Gateway Password

 **GOV.UK**

Use software to submit your VAT Returns

**BETA** This is a new service – your [feedback](#) will help us to improve it.

 HM Revenue & Customs

## We have received your information

### What happens next

We will send you an email within 72 hours to confirm. Do not submit a VAT Return during this time.

1. You must use [software that works with Making Tax Digital for VAT](#) ([opens in a new window or tab](#)).
2. You must only use the new way of submitting your VAT Return through software with Making Tax Digital for VAT. Do not use the old way of sending your VAT Return.
3. Check that your software is connected to send VAT Returns to HMRC directly. You might need to sign in with your Government Gateway user ID.
4. Use the software to record all your sales and purchases.
5. After April, keep your business details up to date using HMRC services (this is also called business tax account). Do not use the VAT online services.

Sign out

## HMRC Confirmation

You will receive an email from HMRC, to confirm your request to sign-up.

You may need to wait up to **72 hours** for email confirmation of your sign-up before you can proceed.

**NB: You will be able to Register for Magic Tax, however, you will need to wait for the confirmation from HMRC before you can 'Authorise HMRC', 'Add a Company' or 'Submit a VAT Return' using Magic Tax.**



MAGIC TAX

2. Register for a  
Magic Tax Account  
& Free Trial



# MAGIC TAX - QUICK

*Magic Tax* – Bridging Software developed for users of **Keyloop** (CDK) DMS solutions.

ALREADY REGISTERED? SIGN IN

REGISTER & START FREE TRIAL

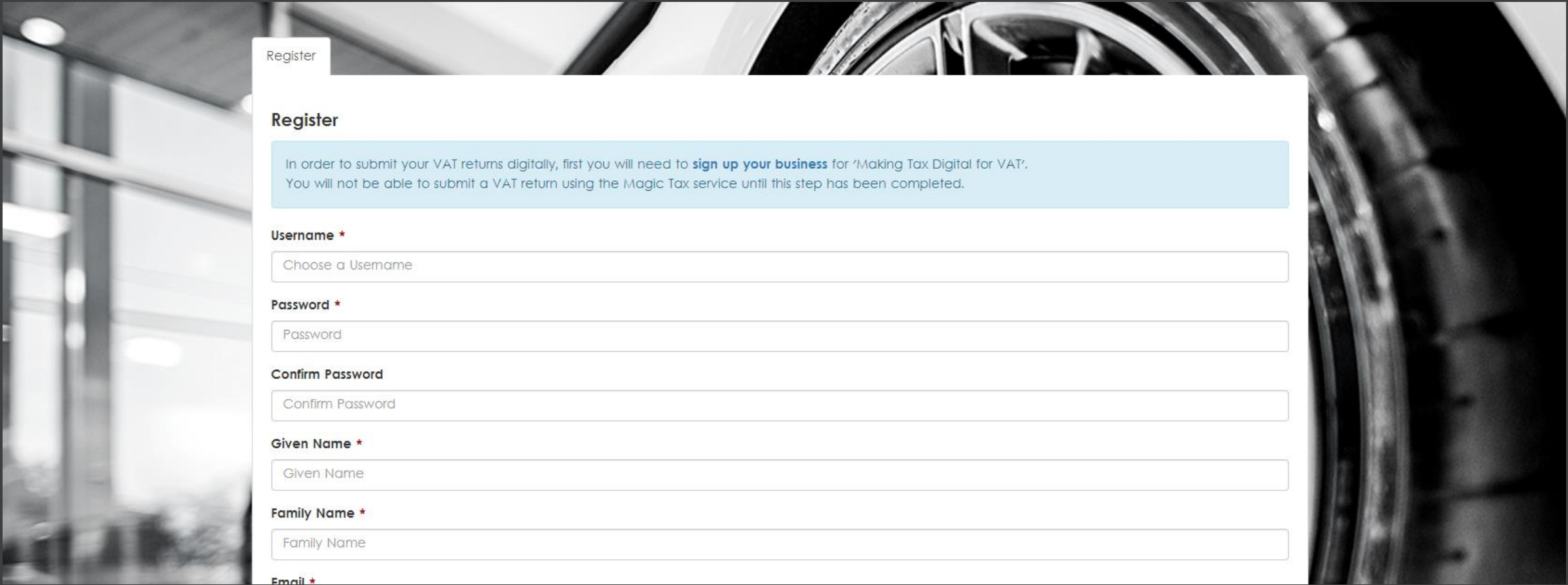
## Magic Tax Register & Free Trial

Magic Tax is available on a 3-month\* FREE trial, allowing users to file one VAT return using the solution.

To register, visit [Magic Tax](#) and click on the 'Register & Start Free Trial' button.

You will be taken to the Magic Tax registration page.

\*FREE trial ends after 3 months or when you have made a submission to HMRC – whichever comes first.

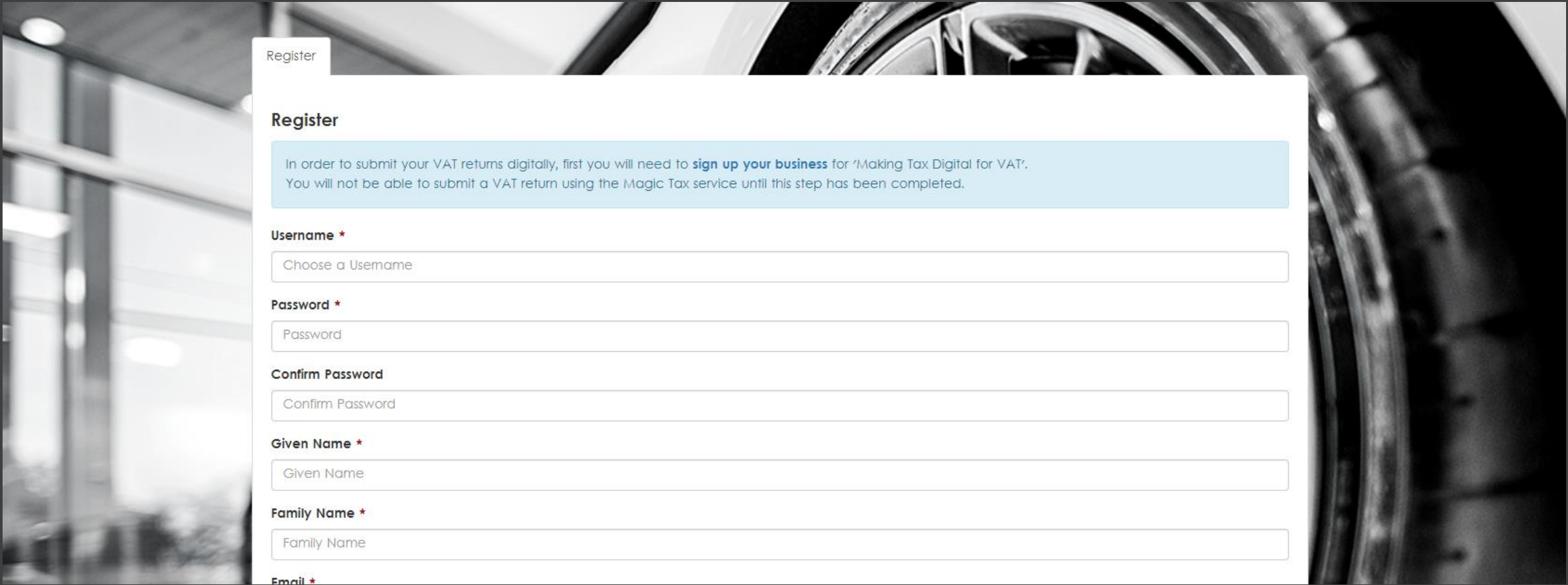


# Magic Tax Register

Complete the 'Register' page, all fields marked with \* are mandatory.

Each Magic Tax account requires a unique username and email address. Your username can be your email address, or something else.

Your password should be at least 8 characters, with at least one upper and one lower case character, one number & one non-alphanumeric character such as [! "\$ % & ' ( ) \* + , \ - . / : ; < = > ? @ [ \ \ \ ] ^ \_ ` { | } ~]



Register

## Register

In order to submit your VAT returns digitally, first you will need to **sign up your business** for 'Making Tax Digital for VAT'. You will not be able to submit a VAT return using the Magic Tax service until this step has been completed.

Username \*

Password \*

Confirm Password

Given Name \*

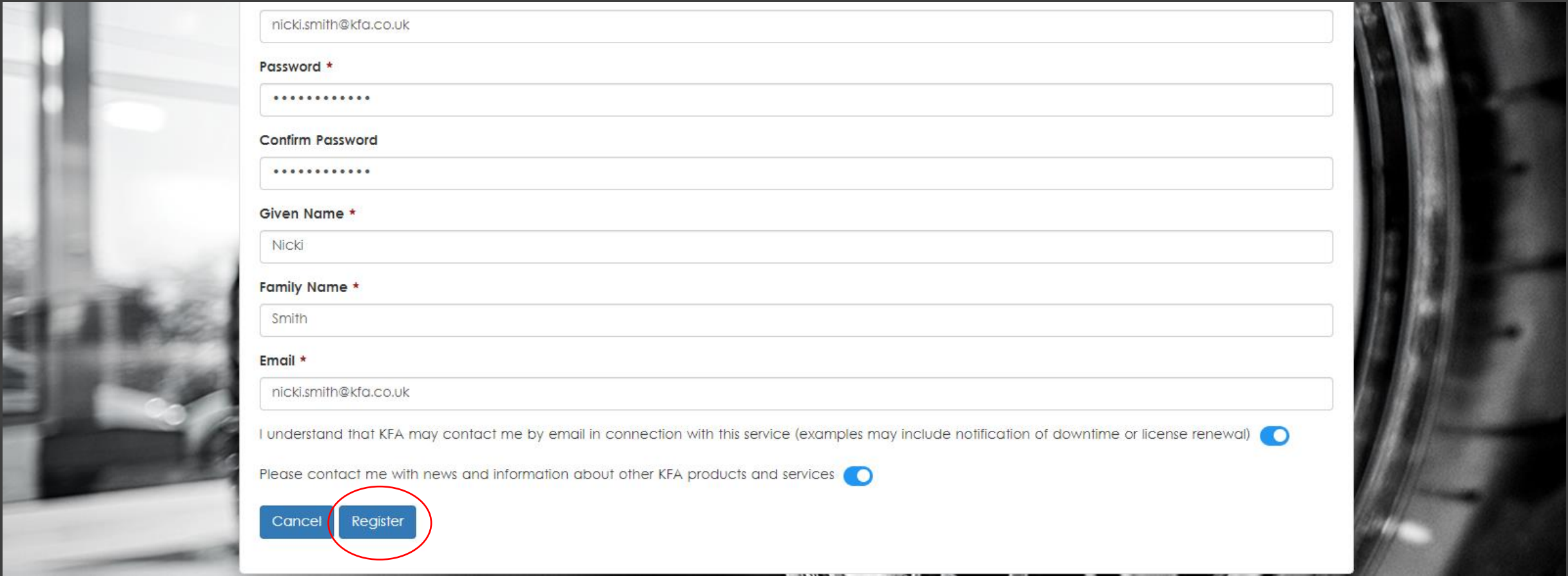
Family Name \*

Email \*

# Multiple Government Gateway Credentials

If you have multiple Government Gateway credentials (to file for more than one company), you will need a separate Magic Tax user account with unique username, email address & password for each. Multiple Government Gateway accounts can be managed by one Magic Tax user from one licence but will require a separate Magic Tax user account for each.

If you need multiple accounts in Magic Tax for this purpose but only have one email address, Exchange Online (Microsoft 365) and Gmail allow the addition of **+1** after your usual email address (before **@yourcompanyname.co.uk/com**) and the service provider sees it as a new email address.



**Password \***  
  
**Confirm Password**  
  
**Given Name \***  
  
**Family Name \***  
  
**Email \***  
  

I understand that KFA may contact me by email in connection with this service (examples may include notification of downtime or license renewal) ☒

Please contact me with news and information about other KFA products and services ☒

# Magic Tax Register

When you have filled in your details, click 'Register' to complete your sign-up.

You'll need to agree that KFA Connect can contact you with transactional information regarding the solution. You will need to agree to this so that we can email with transactional information regarding the solution.

Click Register and an automated email will be sent confirming you have registered as a Magic Tax user.



# MAGIC TAX - HMRC RECOGNISED

Now available on a 3-month **FREE** trial.

ALREADY REGISTERED? SIGN IN

REGISTER & START FREE TRIAL

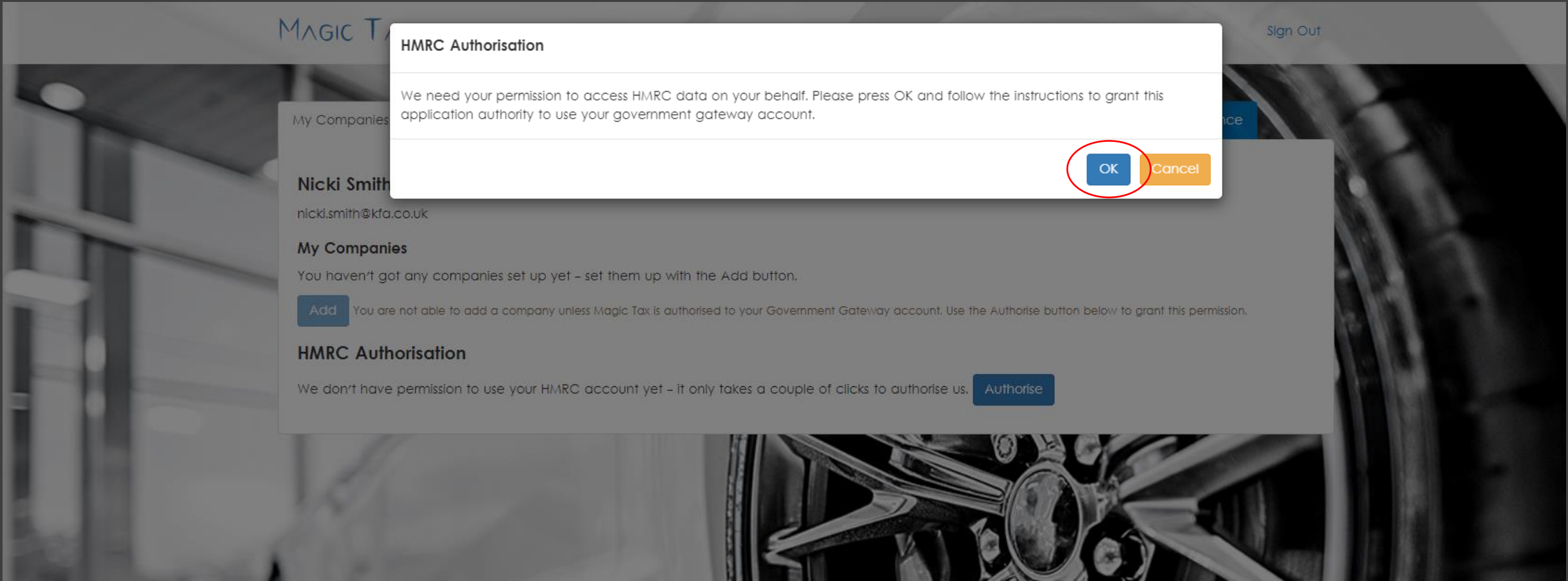
## Magic Tax Sign In

Once you have registered, you can click on the blue 'Sign In' button from [www.magictax.co.uk](http://www.magictax.co.uk) or click [here](#) to go directly to the Magic Tax login page.

It would be useful to bookmark the login page: <https://magictax.co.uk/mtd/#/login> for future use.

MAGIC TAX

3. Authorise Magic Tax  
(to interact with HMRC)



# HMRC Authorisation

To use Magic Tax to make a submission, you will need to authorise Magic Tax to interact with HMRC.

Click OK to continue and Magic Tax will redirect to HMRC’s Gateway. Authorise Magic Tax by following the HMRC instructions. If you would prefer to do this later, you can click ‘Cancel’, the system will continue to prompt you to do this each time you log into Magic Tax.

You can authorise multiple software solutions with HMRC. Authorising Magic Tax will not affect the authorisation you have granted to any other solutions and the user can withdraw the Magic Tax authorisation from the HMRC website.

My Companies

Submit VAT Return

Liabilities

Obligations

Payments

VAT Filing History

Tax Codes

My Account

Licence

**Nicki Smith**

nicki.smith@kfa.co.uk

**My Companies**

You haven't got any companies set up yet – set them up with the Add button.

Add

**HMRC Authorisation**

We're authorised to use your HMRC account until Monday, May 22, 2023

Extend

## HMRC Authorisation

Once the authorisation steps have been completed on the HMRC website, Magic Tax will be authorised to interact directly with HMRC's system for 18 months.

The date this authorisation expires will show here.

**NB: HMRC's system does not send a notification to Magic Tax if your account is unauthorised on their system, so Magic Tax may appear to be authorised even if it isn't. You can always check this by clicking 'Extend' and repeating the auth process at any point.**





## CHECK

Before you attempt to 'Add a Company' or 'Submit a VAT Return' using Magic Tax you should check that you have completed the following steps:

- ✓ **Signed up for 'Making Tax Digital' with HMRC.**
- ✓ **Authorised Magic Tax to interact with HMRC.**

If you have not yet completed these steps, you should re-visit steps [1](#), [2](#) & [3](#) of this user guide before continuing.



MAGIC TAX

4. Add a Company to  
Magic Tax  
Dashboard

My Companies

Submit VAT Return

**Nicki Smith**

nicki.smith@kfa.co.uk

**My Companies**

You haven't got any companies set up

Add

**HMRC Authorisation**

We're authorised to use your HMRC account until Monday, May 22, 2023.

Extend

Add a company

✕

Company Name

Company JJOI2C

VRN

123659273

Cancel

Add

My Account

Licence

## Magic Tax

### Add Company

To add a company, click 'Add' from the 'My Companies' tab on the dashboard and enter the following information:

- Company Name
- VRN (VAT Registration Number) – numbers only, no spaces.

Click "Add"

**NB: You can only Add a Company if you have completed steps 1–3 of this guide.**

My Companies

Submit VAT Return

Liabilities

Obligations

Payments

VAT Filing History

Tax Codes

My Account

Licence

**Nicki Smith**

nicki.smith@kfa.co.uk

**My Companies**

Company	VAT Registration Number	VAT Scheme	VAT Sector (Flat Rate)
Company JJOI2C	123659273	Normal	<a href="#">Edit</a> <a href="#">Delete</a>

[Add](#)**HMRC Authorisation**

We're authorised to use your HMRC account until Monday, May 22, 2023.

[Extend](#)

## My Companies

You can manage multiple companies from your Magic Tax dashboard (providing they are managed using the same Government Gateway credentials).

Each Magic Tax account can be authorised to HMRC using one set of Government Gateway credentials, so you will need a different Magic Tax user account for each (which can all be authorised to your Magic Tax Licence, once you have one).

Repeat [Step 2](#) of this guide for to register multiple user accounts in Magic Tax if needed.



MAGIC TAX

5. Apply for a  
Magic Tax Free Trial  
or Licence

My Companies

Submit VAT Return

Liabilities

Obligations

Payments

VAT Filing History

Tax Codes

My Account

Licence

**Licence**

You do not currently have a valid licence to use Magic Tax for Keyloop. [Apply for a licence.](#)

## Apply for Magic Tax Licence

Before you can submit a VAT return to HMRC using Magic Tax you will need a valid licence to use the solution.

Click on the 'Licence' tab from the dashboard (logged in as the user you wish to have admin rights to the licence) and click on 'Apply for a Licence'.

**NB: If you file vat returns for more than one businesses (with different government gateway credentials – you will need separate Magic Tax user accounts, which can then be added to one licence by this admin user).**

My Companies

Submit VAT Return

Liabilities

Obligations

Payments

VAT Filing History

Tax Codes

My Account

Licence

### Apply For A Licence

Use this form to apply for a Magic Tax for Keyloop licence.

When your application has been processed you will receive an invoice for your annual subscription and you will be able to submit VAT returns using the service following receipt of payment.

#### Select Number Of Users \*



10



20



Unlimited

#### Select Turnover Band \*

Include all turnover generated by companies you will be filing for under this licence – See [End User Licence Agreement](#) for full T's & C's

#### Invoice Name \*

## Free Trial

If registering for Magic Tax for the first time, select the number of users and company turnover relevant to the company/companies you will need to file for under the licence. You will not be invoiced when applying for your first trial licence.

An email will confirm “You’re Good to Go!” to indicate that the free trial has been activated for a period of 3 months.

You will have use of the licence to make one submission to HMRC. If you decide to continue using Magic Tax, you can renew the licence and an invoice for an annual subscription will be sent.



My Company

Submit VAT Return

Liabilities

Obligations

Payments

VAT Filing History

Tax Codes

My Account

Licence

### Apply For A Licence

Use this form to apply for a Magic Tax for Keyloop licence.

When your application has been processed you will receive an invoice for your annual subscription and you will be able to submit VAT returns using the service following receipt of payment.

#### Select Number Of Users \*

10

20

Unlimited

#### Select Turnover Band \*

Include all turnover generated by companies you will be filing for under this licence – See [End User Licence Agreement](#) for full T's & C's

£0 to £50,000,000

#### Free Trial

You are eligible for the Magic Tax for Keyloop free trial!

The free trial is valid for 3 months, or until you have made your first submission to HMRC – whichever comes first.

Request a Free Trial



## Free Trial

If registering for Magic Tax for the first time, select the number of users and company turnover relevant to the company/companies you will need to file for under the licence. Use the toggle button to “Request a Free Trial”.

An email will confirm “You’re Good to Go!” to indicate that the free trial has been activated for a period of 3 months (this can take up to 24 hours).

You will have use of the trial licence to make one submission to HMRC. If you decide to continue using Magic Tax, you can renew the licence and an invoice for an annual subscription will be sent.



My Companies

Submit VAT Return

Liabilities

Obligations

Payments

VAT Filing History

Tax Codes

My Account

Licence

**Licence**

Your licence to Magic Tax for Keyloop expired on Apr 18, 2023. [Renew your licence.](#)

## Apply for Magic Tax Licence

Following the Free Trial, to apply for a full annual licence, select the “Licence” tab from the dashboard.

Click “Renew your licence”

**NB: You will require at least one user per set of Government Gateway credentials and each user will need to be authorised with HMRC to file on behalf of your company.**

My Companies

Submit VAT Return

Liabilities

Obligations

Payments

VAT Filing History

Tax Codes

My Account

Licence

### Renew Your Licence

Use this form to renew your Magic Tax for Keyloop licence.

When your application has been processed you will receive an invoice for your renewal.

#### Select Number Of Users \*



10



20



Unlimited

#### Select Turnover Band \*

Include all turnover generated by companies you will be filing for under this licence – See [End User Licence Agreement](#) for full T's & C's

£50,000,001 to £125,000,000



You will be invoiced **£349.00** per year for this licence.

#### Invoice Name \*

## Apply for Magic Tax Licence

Select the number of users from the available options: **1-10**, **11-20** or **21+**.

When you select your company turnover from the drop down, the relevant annual licence cost for Magic Tax will show. Make sure you include the number of users required and total turnover for **all** the companies you need to make submissions for using this licence.

**Invoice Company \***

Invoice Company

**Invoice Address \***

Invoice Address Line 1

Invoice Address Line 2

Invoice Address Line 3

Invoice Address Line 4

**Invoice Postcode \***

Invoice Postcode

**Contact Telephone \***

Contact Telephone

**Enter Password \***

Enter Password To Confirm

**Submit Application**

## Submit Application

When you have completed the form, click 'Submit Application'. You will receive email confirmation your application has been received.

You will receive an invoice for the annual licence and a copy of our End User Licence Agreement and Terms & Conditions (usually within 1 working day).

Once payment has been received, your licence will be activated, and you will be notified by email that your licence is once again, ready to use.

MAGIC TAX

## 6. Set up Tax Groups & Tax Codes

My Companies

Submit VAT Return

Liabilities

Obligations

Payments

VAT Filing History

Tax Codes

My Account

Licence

### Keyloop Tax Code Whitelist

Use this page to customise which Keyloop Tax Codes Magic Tax includes when calculating your VAT return.

Only Tax Group/Tax Code combinations defined on this screen will be included when calculating the total value of sales and all other outputs (Box 6) and the total value of purchases and all other inputs (Box 7).

All other Tax Group/Tax Code combinations will be ignored when performing this calculation.

#### Select Company

Tax Group

Add Tax Group

Tax Code

Usage

Add Tax Code

## Tax Groups & Codes Whitelist

As part of the Magic Tax setup process, the Keyloop tax groups and tax codes must be defined. This only needs to be completed once (and revisited if you make any changes to these settings in Keyloop)

Click on the 'Tax Codes' tab from the dashboard.

**NB: Only Tax Group/Tax Code combinations defined on this screen will be included when calculating the total value of sales and all other outputs (Box 6) and the total value and all other inputs (Box 7).**



My Companies

Submit VAT Return

Liabilities

Obligations

Payments

VAT Filing History

Tax Codes

My Account

Licence

### Keyloop Tax Code Whitelist

Use this page to customise which Keyloop Tax Codes Magic Tax includes when calculating your VAT return.

Only Tax Group/Tax Code combinations defined on this screen will be included when calculating the total value of sales and all other outputs (Box 6) and the total value of purchases and all other inputs (Box 7).

All other Tax Group/Tax Code combinations will be ignored when performing this calculation.

#### Select Company

Company JJ012C - 123659273 ▼

Tax Group

Add Tax Group

Tax Code

Usage

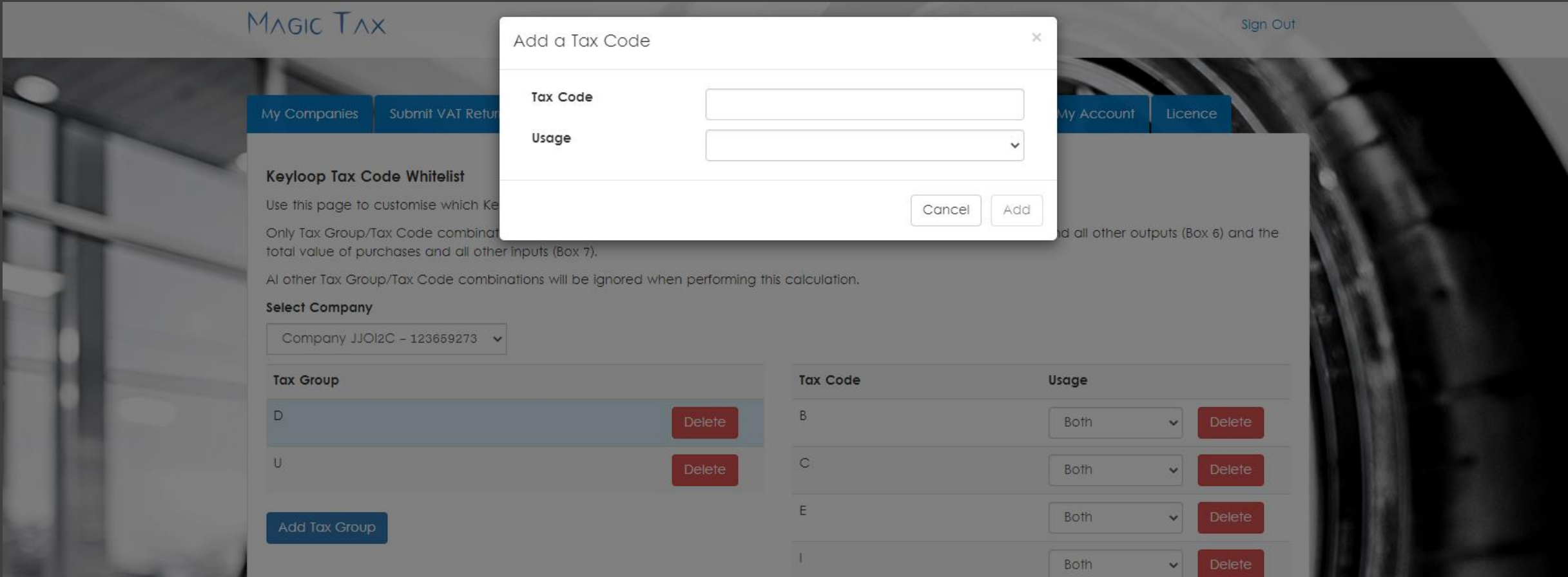
Add Tax Code

## Add Tax Groups

Start by selecting your company from the dropdown list.

Then click on 'Add Tax Group' to add your first tax group and continue adding all relevant Tax groups to match your Keyloop setup.

**NB: Any tax groups not included on this page will be ignored when performing the VAT return calculation for boxes 6 & 7.**



## Add Tax Codes

Once you have added the tax groups, add the tax codes that relate to each tax group. Do this, by clicking on the relevant group and then 'Add Tax Code'.

A pop-up box will appear allowing you to define whether inputs, outputs, or both inputs and outputs need to be included in the calculation.

Repeat this process until you have included all relevant codes for each group to match your Keyloop setup.

My Companies

Submit VAT Return

Liabilities

Obligations

Payments

VAT Filing History

Tax Codes

My Account

Licence

### Keyloop Tax Code Whitelist

Use this page to customise which Keyloop Tax Codes Magic Tax includes when calculating your VAT return.

Only Tax Group/Tax Code combinations defined on this screen will be included when calculating the total value of sales and all other outputs (Box 6) and the total value of purchases and all other inputs (Box 7).

All other Tax Group/Tax Code combinations will be ignored when performing this calculation.

#### Select Company

Company JJ012C - 123659273 ▼

#### Tax Group

C

Delete

P

Delete

R

Delete

Q

Delete

#### Tax Code

#### Usage

A

Both ▼

Delete

R

Input ▼

Delete

Y

Output ▼

Delete

y

Input ▼

Delete

## Keyloop Tax Code Whitelist

You should now have a full list of tax groups and tax codes to match your Keyloop setup. You can revisit this list to add, remove or amend at any time.



The logo for MAGIC TAX is displayed in a blue, hand-drawn, sans-serif font. The letters are slightly irregular, giving it a casual, approachable feel. The 'M' and 'T' are notably taller than the other letters. The background is split diagonally from the bottom-left to the top-right, with a white upper-left half and a dark grey lower-right half, separated by a thin grey curved line.

MAGIC TAX

## 7. Licence Management & Licence Renewal

My Companies

Submit VAT Return

Liabilities

Obligations

Payments

VAT Filing History

Tax Codes

My Account

Licence

**Licence**

You have a licence to Magic Tax for Keyloop until Jan 31, 2023.

## Licence

From the Licence page, you can view details of your licence, apply for a new licence, view details of your current licence and (from 90 days before renewal) apply to renew your licence.

If you are the licence owner, you can also manage the licence and add Magic Tax users to the licence from this page.

Magic Tax will send reminder emails 90, 60 & 30 days before your licence expires. When you receive the reminder email, you will also be able to “Renew your Licence” from this tab .

My Companies

Submit VAT Return

Liabilities

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Tax Codes

My Account

Licence

### Licence

You have a licence to Magic Tax for Keyloop until Jan 31, 2023.

### Manage Users

Your licence allows the use of Magic Tax for Keyloop by 10 users.

Given Name	Family Name	Username	Email Address	
Richard	Austin	richard.austin@kfa.co.uk	richard.austin@kfa.co.uk	Owner
Nicki	Smith	nicki.smith@kfa.co.uk	nicki.smith@kfa.co.uk	<button>Remove</button>

Add User

## Manage Users (Licence Owner only)

The licence owner can also add users to their licence from this screen (providing the users you want to add already exist as Magic Tax Users).

It is also possible to remove users from your licence here.

**NB: Removing users does not delete their Magic Tax account, it just prevents the user from being able to make submissions for your company using Magic Tax.**

Nicki

Smith

nicki.smith@kfa.co.uk

nicki.smith@kfa.co.uk

Remove

Add User

### Transfer ownership

You may transfer your ownership of this licence to another user.

New Owner \*

Enter Password

Enter Password To Confirm

Transfer

## Transfer Licence Ownership

On the 'Licence' screen the Licence Admin user can also transfer the Licence to another existing Magic Tax user.

The new owner of the licence must already be a Magic Tax User before the licence can be transferred.

To transfer the licence, select the new licence owner from the dropdown list and enter your password to confirm the transfer.

MAGIC TAX

## 8. Adjustments

**Emergency Alerts** Test on Sunday 23 April, 3pm

[Home](#) > [VAT](#) > [VAT Notice 700/22: Making Tax Digital for VAT](#)



HM Revenue  
& Customs

Notice

# VAT Notice 700/22: Making Tax Digital for VAT

Updated 1 April 2022

## Adjustments

In order to use Magic Tax to file your VAT submissions, no manual adjustments should be made outside of the Keyloop DMS solution.

This also ensures compliance with [HMRC's regulations](#) regarding digital links and digital record-keeping and will eliminate errors caused by manual manipulation.

**NB: HMRC do not consider the use of copy/paste or cut/paste to be a digital link.**



MAGIC TAX

## 9. Keyloop VAT Summary Report Extract

## Making Tax Digital Requirement Summary

The following Making Tax Digital rules apply from the first VAT period starting on or after 1 April 2019

### Record and preserve financial records digitally

Keyloop Autoline (Revision 8) and Keyloop Drive DMS users are able to record and preserve financial records digitally.

The motor industry make adjustments when compiling VAT returns.

Examples of these adjustments include (but not limited to):

- Fuel scale charges
- Partial VAT exemption
- Demo vehicles
- Deposit movements
- Refunds on exports
- Postponed import VAT accounting

## Adjustments

Magic Tax requires that all such adjustments are to be made in the Keyloop system before the data is extracted from the DMS system. You can read a summary of the information relating to MTD for VAT requirements here on the [Keyloop website](#).

You can download the Drive user guide [here](#).

You can download the Autoline user guide [here](#).

**NB: The Magic Tax team are not qualified accountants and cannot give specific advice on how the manual adjustments should be entered in the Keyloop system.**

[Countries](#)
[Support](#)
[Contact](#)

[News](#)
[Products](#)
[Services](#)
[Partners](#)
[Company](#)

# Making Tax Digital Requirement Summary

The following Making Tax Digital rules apply from the first VAT period starting on or after 1 April 2019

## Record and preserve financial records digitally

Keyloop Autoline (Revision 8) and Keyloop Drive DMS users are able to record and preserve financial records digitally.

From Year: 2018 To Year: 2018

Start Date: 01/04/2018
☒ Suppress unused account codes

From Period: 2 To Period: 2

End Date: 30/06/2018
☐ Drill errors only - Tolerance: 0.00

Outputs
Inputs
Balances

### Output (SL)

Control Account	V	G	Description	Rate	Goods		VAT	
					Invoices	Credits	Invoices	Credits
9642	C	U	Vehicle Input/Output UKL Vat Invoices	20	227778.56		44330.64	
9642	I	U	System Use Only UKL Vat Invoices	0	-25.00		0.00	
9642	O	U	System Outside Scope UKL Vat Invoices	0	2675.15		0.00	
9642	S	U	Standard Rate UKL Vat Invoices	20	30979.94		6139.39	
9642	Z	U	Zero Rated UKL Vat Invoices	0	-32483.78		0.00	
9642	C	U	Vehicle Input/Output UKL Vat Credits	20		121843.36		24368.64
9642	I	U	System Use Only UKL Vat Credits	0		-10.00		0.00
9642	O	U	System Outside Scope UKL Vat Credits	0		958.50		0.00
9642	Z	U	Zero Rated UKL Vat Credits	0		-18373.35		0.00
					228924.87	104418.51	50470.03	24368.64
9643	r	U	Used Veh Margin Car UKL Vat Invoices	0	440601.00		61350.18	
9643	r	U	Used Veh Margin Car UKL Vat Credits	0		214000.00		30833.35
					440601.00	214000.00	61350.18	30833.35
9649	S	U	Standard Rate UKL Vat Credits	20		11236.34		2169.04
					0.00	11236.34	0.00	2169.04

Close

Print Current

Print All

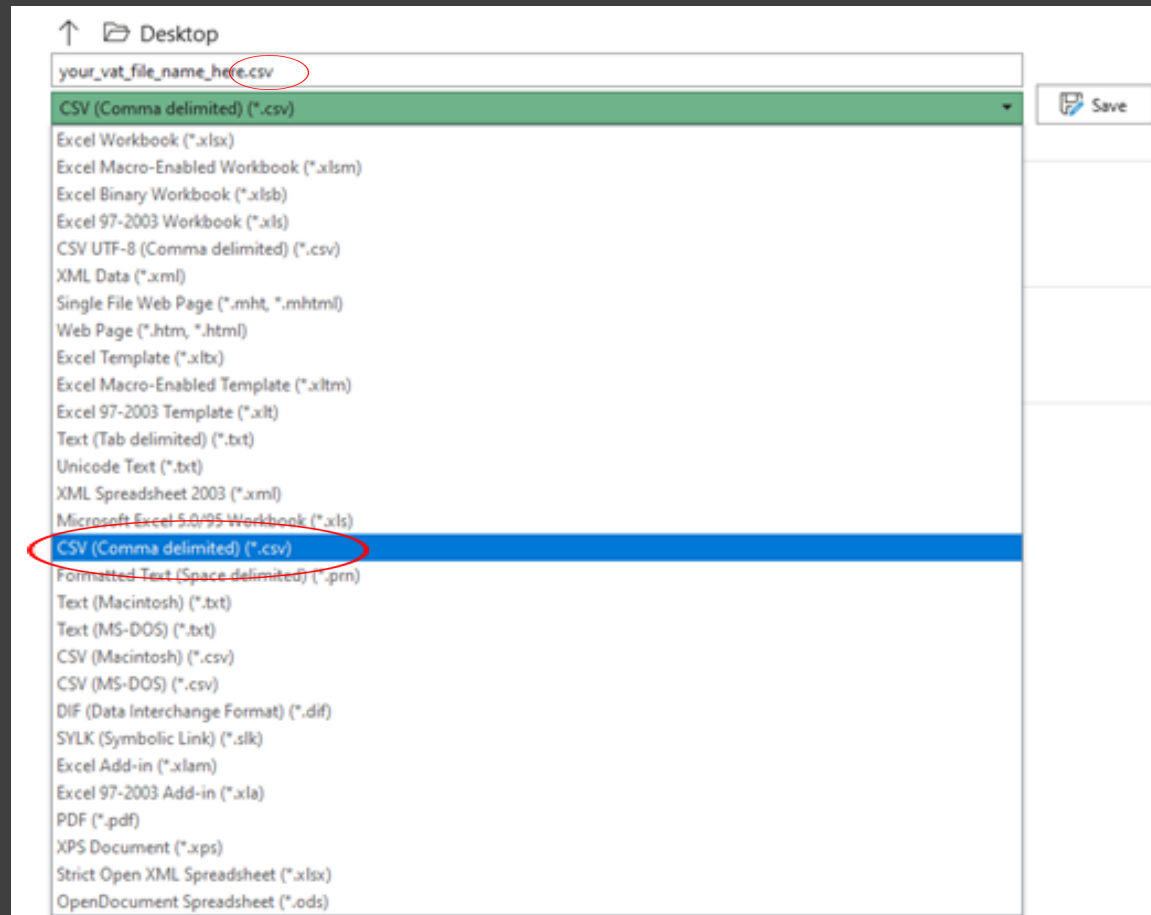
Export

Help

# Extract Keyloop VAT Report File

Once you have entered the adjustments in the DMS solution, export the VAT Reconciliation Report file from your Keyloop system ready for upload to Magic Tax.

If you do not see the option to Export the file, instructions on how to export the relevant report/s from Keyloop’s Drive and/or Autoline solutions here on the [Keyloop website](#).

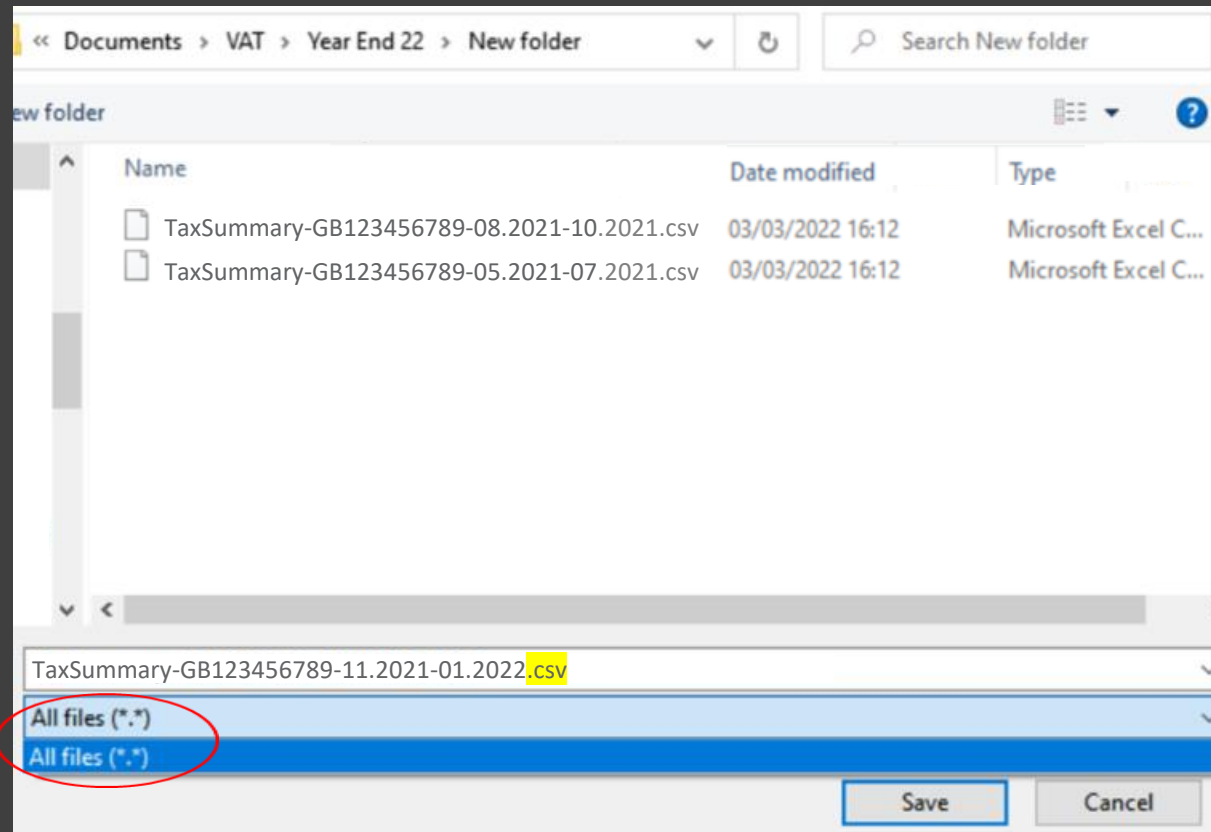


## Saving the File

Once you have exported the VAT Reconciliation Summary, save file (or files) locally as .csv files (or by adding the file extension **.csv** to the name of the file) as shown above.

Magic Tax needs the file to be in this format in order to find your data during the file upload process.

**NB: Don't be tempted to rename any of the column headers in the file – as Magic Tax needs these just as they are!**



## Saving a Plain/Text File

If you are offered “All files (\*.\*)” for the file type as shown above, this means you can save the file in any format.

Simply add **.csv** to the end of the file name – as per the example above and you will be able to use the file to upload in Magic Tax.

**NB: Magic Tax needs this to be able to find your data during the file upload process.**

MAGIC TAX

10. Submit a VAT  
Return



My Companies

Submit VAT Return

Liabilities

Obligations

Payments

VAT Filing History

Tax Codes

My Account

Licence

Admin

Select Company

## Submit a Return

To submit a VAT return to HMRC using Magic Tax, select 'Submit VAT Return' tab from the dashboard.

Select the relevant company, and the obligation period from the dropdown lists.

**NB: The obligation period will only show in the dropdown if the period is 'open' for filing on HMRC's systems as Magic Tax receives this information directly from HMRC's system.**

My Companies

Submit VAT Return

Liabilities

Obligations

Payments

VAT Filing History

Tax Codes

My Account

Licence

Admin

## Select Company

Your Company Here - 124578452

## Period:

2021-12-01 - 2022-02-28

## Select File(s):

Browse...

You must select a file to upload.

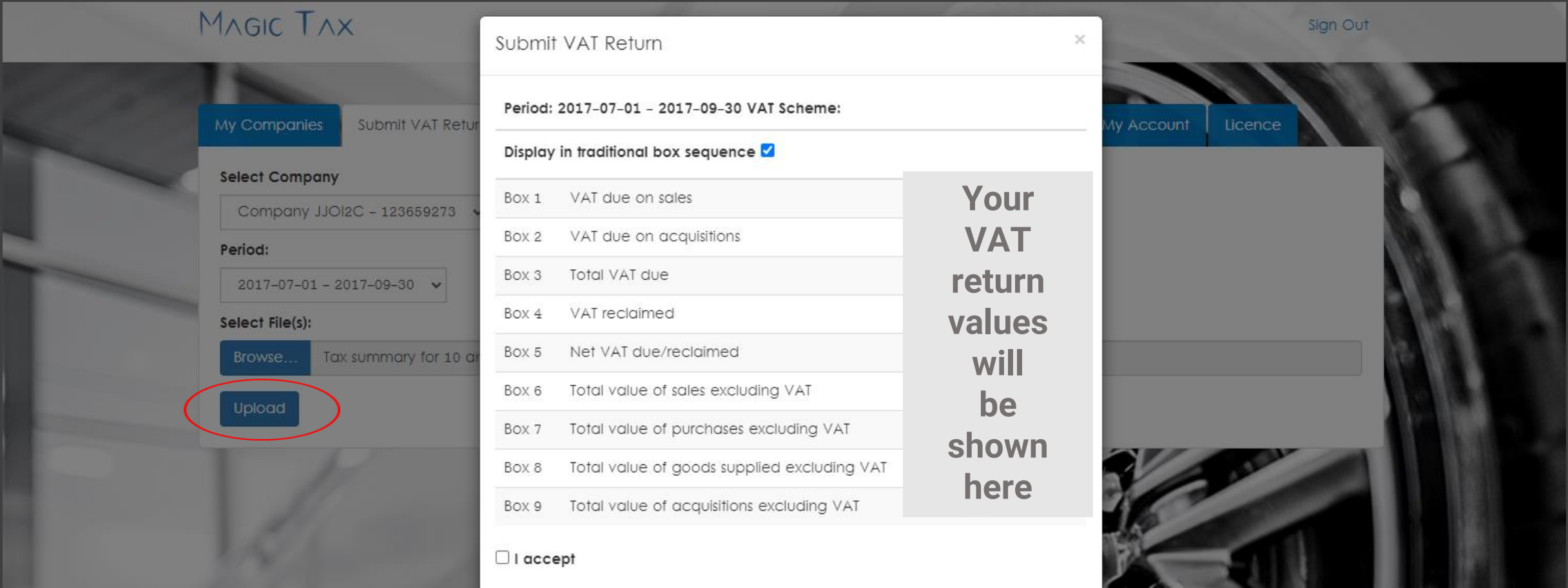
Upload

## Upload File/s

Once you have selected the company and obligation period, browse for the file you extracted from Keyloop and saved locally.

Here you can upload multiple files extracted from both Drive and Autoline DMS solutions to merge into one VAT return if required.

**NB: It is important that the file/s are saved in the exact format they were extracted from the Keyloop system (.csv or saved with the file extension .csv) and not to amend any of the column headers within the file.**



## Submit a VAT Return

Once you have selected all the relevant file/s for upload, click 'Upload'. This does not send the figures to HMRC – you will have the chance to check them first.

A summary box will appear showing the calculations for the vat return. Check that the figures are as expected, tick "I accept". If the calculations are not as expected, you may need to adjust the Tax Group/Code whitelist and repeat the process.

Once you click 'Submit to HMRC' – this cannot be reversed as the 9-box data is sent to HMRC immediately.

**NB: The responsibility remains with the user to ensure the vat return figures are correct.**



## HMRC Confirmation

Once you have made your submission an email will be sent including a confirmation number – this number is generated by HMRC's system.

If you have received this email (you may need to check your junk folder) you can be sure HMRC has received your return.

MAGIC TAX

## 11. Passwords

Sign In

Username:

Password:

Submit

Register [Forgotten Password?](#)

## Forgotten Password

If you have forgotten your password, you can reset this by clicking '[Forgotten Password](#)'.



Reset Password

### Password Reset

Enter your username or email address and we will email you a link that you can use to reset your password.

Username/Email: \*

Submit

## Password Reset

Enter either your username or email address here.

An email will be sent to your registered email address with a link to reset your password.

The email will also remind you of your username.

**Remember, your username may not be your email address, depending on what you set it to when you first registered.**

# MAGIC TAX



## Contact

### Magic Tax

#### KFA Connect

Ground Floor, 13 Headlands Business Park  
Blashford  
Ringwood  
Hampshire  
BH24 3PB

0800 167 0844

[Ask a  
Question](#)

[KFA  
Connect](#)

[Email  
Support](#)

[HMRC Help](#)