
What your key deadlines mean

Understand every deadline on your dashboard: what it is, when it is due and where to deal with it.

[Onboarding](#)[Self Assessment](#)[VAT](#)

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This guide follows on from [How to read your dashboard](#).

Running a limited company means sending certain things to the government on time, and paying tax on time. **Your key deadlines** on your dashboard puts them all in 1 list, so you do not have to remember any dates. This guide explains what each deadline is, when you will see it, and where to go to deal with it.

Your key deadlines

To file with HMRC and Companies House
What these deadlines mean



Payroll

Month 6 is ready to file

Due in 11 days



VAT Return

VAT quarter ending 31/10/2026 due by
07/12/2026

Due in 80 days



Confirmation Statement

Due by 15/01/2027

Due in 120 days



Company Year End

Your company year end finishes on
31/01/2027

Finishes in 136 days



Self Assessment

David Smith's Self Assessment for 2025/2026
is due by 31/01/2027

Due in 136 days



Self Assessment

Sam Lee's Self Assessment for 2025/2026 is
due by 31/01/2027

Due in 136 days



Company Accounts and Corporation Tax

Your year end is due for filing and payment by
01/10/2027

Due in 379 days



Who the deadlines are for

Your deadlines come from 2 places:

- **HMRC** is the UK tax authority. It deals with your company's tax, VAT and payroll, and with your own personal tax.
- **Companies House** is the government register of UK companies. It needs your company's accounts each year, and a yearly check that your company details are right.

You only see the deadlines that apply to you. A company that is not registered for VAT never sees a VAT deadline, for example.

What the colours and badges mean

The list is sorted by date, with the closest deadline at the top. Each row has a coloured bar and a badge such as **Due in 11 days**.

Colour	What it means
Blue	100 days or more to go. Nothing to do yet.
Amber	Fewer than 100 days to go. Worth planning for.
Red	10 days or fewer to go, or already late. Deal with this first.

The confirmation statement is the exception. It only takes a few minutes to do, so it stays blue until 2 weeks before it is due, and turns red in the last week.

If a deadline has passed, the badge changes to **Overdue by 3 days** or **Due 3 days ago**. Late filing and late payment can mean a penalty, so open that row as soon as you can, or speak to your accountant.

Each deadline explained

Deadline	What it is	When you see it	Where the row takes you
Company Year End	The last day of your company's financial year (the 12 months your company's accounts cover). Nothing is due on this day. It tells you when the year closes, so you can get your bookkeeping finished. The badge says Finishes in instead of Due in .	Always.	Your accounting periods.
Company Accounts and Corporation Tax	The date by which your company's yearly accounts must be sent, and its corporation tax (the tax a limited company pays on its profit) must be paid.	Always.	Your accounting periods.

Confirmation Statement	A yearly check for Companies House that your company's details are still right, such as its address, directors and shareholders. There is a small fee to file it.	Always.	Our guide to the confirmation statement.
VAT Return	The report that tells HMRC how much VAT (the tax you add to your prices and pass on to HMRC) you charged and how much you can claim back. Most companies send 1 every 3 months. You pay any VAT you owe by the same date.	If your company is registered for VAT. There is 1 row for each return that has not been sent.	Your VAT returns.
Payroll	A pay run (1 month's wages) that is ready to be sent to HMRC. HMRC needs to be told on or before the day the wages are paid.	If you run payroll and a pay run is waiting.	Your payroll.
Self Assessment	A director's own personal tax return. It is due by 31 January after the tax year ends. There is 1 row for each person who needs one.	Until that person's tax return has been sent.	Your Self Assessments.
Self Assessment payment	The personal tax to pay by 31 January, shown as an amount. It can include a first payment on account (an advance payment towards next year's tax bill).	From the point your tax return is ready for you to review, until you tell Mighty the date you paid.	Your Self Assessments.
Payment on Account	The second advance payment towards your personal tax bill, due by 31 July. Not everyone has one. Check your HMRC online account to see if you do.	In June and July.	A short reminder with a Dismiss reminder button.
P11D	A yearly form that tells HMRC about benefits the company gave to directors or staff, such as private medical cover or a company car. It is due by 6 July.	If your company has a P11D to file this year.	Your P11D.
Class 1A NIC	National Insurance the company pays on those benefits. The row shows the amount. It is due by 22 July, or 19 July if you pay by post.	After your P11D has been filed, if there is anything to pay.	Your P11D.
Please upload your identity document for Anti Money Laundering	The law says accountants must check who their clients are. We need a copy of your photo ID to do that. This row has no date. It stays at the top of the list until it is done.	Until you upload your document.	The upload screen.

When a deadline disappears

A row goes away when the job is done. A VAT return leaves the list when HMRC accepts it. A Self Assessment row leaves when the tax return has been sent. The **Self Assessment payment** row leaves when you record the date you paid.

2 rows work differently, because Mighty cannot see the payment:

- **Class 1A NIC** leaves the list after 22 July, whether or not it has been paid. If you have not paid it by then, it is still due.
- **Payment on Account** is a reminder only. Select it, then select **Dismiss reminder** once you have paid or checked that you have nothing to pay.

Your deadlines on a phone

On a phone you see the same list under your figures. Tap a row to open the screen for that deadline.

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Confirmation Statement Due by 15/01/2027	Due in 120 days
Company Year End Your company year end finishes on 31/01/2027	Finishes in 136 days
Self Assessment David Smith's Self Assessment for 2025/2026 is due by 31/01/2027	Due in 136 days
Self Assessment Sam Lee's Self Assessment for 2025/2026 is due by 31/01/2027	Due in 136 days
Company Accounts and Corporation Tax Your year end is due for filing and payment by 01/10/2027	Due in 379 days

Common questions

Does Mighty send these for me?

It depends on the deadline and on what your accountant does for you. The dashboard shows you what is due and when. Open the row to see what happens next, and ask your accountant if you are not sure who is doing what.

Why are there 2 Self Assessment rows?

There is 1 row for each person who needs a tax return. The line under the title shows whose it is.

I have dealt with something, but it is still on the list. Why?

Some rows wait for a confirmation. A VAT return stays until HMRC has accepted it, which can take a few minutes. The **Self Assessment payment** row stays until you record the date you paid. Company dates come from Companies House, and we check those once a day.

Why can I not see a deadline I expected?

We only show what applies to your company, and only when there is something to do. A VAT row needs your company to be registered for VAT and connected to HMRC. A Payroll row only appears when a pay run is ready. If you think something is missing, ask your accountant.

How to do it in Mighty

1 Find Your key deadlines

Open the Dashboard and look under the tiles. The deadline closest to today is at the top.

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2 Read the badge

Check the badge on the right of each row. It tells you how many days you have left, and its colour tells you how soon that is.

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3 Open the screen for that deadline

Select the arrow at the end of a row, or the deadline's name. Mighty opens the screen where you deal with it.

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Related guides

- [Payments on Account Explained](#)
- [What Is A Confirmation Statement & How To File It?](#)
- [Your dashboard](#)

Read this guide online (always the latest version): <https://app.mightyaccounting.com/Knowledge/article/your-key-deadlines-explained>