Making Tax Digital

What steps do you need to take to make sure you are prepared for MTD and have the correct tools in place to keep your clients compliant.

Essential tasks

Identify and categorise clients

Break clients into three categories

- VAT Registered traders – already doing digital recordkeeping
- Non-VAT Registered traders
- Landlords

Assess client ability and needs

- Which software is suitable
- Will they require a bookkeeping service

Define your service packages

- Client collects and files
- Client collects data, you file
- Client sends all data, you log, review and file

Client engagement and communication

Website

- Dedicated MTD page
- Factsheets and FAQs
- Short videos

Client communications

- Series of communications that can be sent regularly
- Be clear on the impact to them
- Cover requirements, their responsibilities, your responsibilities, how you can help

Social media

- Use social media to highlight key points
- Pose questions that you can answer on your website
- Encourage clients and prospects to contact you
- Position yourself as MTD ready

Regular touch points

- Discuss in client meetings, telephone calls etc.
- Have printouts or leaflets you can hand out
- Add details or hooks in your email signatures

Choose technology solutions

Choose the right technology

- Use client categories and service proposition, map tech requirements
- Look beyond recordkeeping (invoicing, bank feeds, etc.)

Identify small selection of products

- Simple transaction recorders
- More sophisticated data collection tools
- Simple bookkeeping

Approach – who, what, when, how?

- Map out recommended solution for each client
- Set timeframe for contacting clients
- Agree timeframe with client for moving to compliant software or service

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