

Making Tax Digital

Checklist & transition plan

Step 1 - Evaluate and plan



CONSIDERATIONS	ACTION TO TAKE	
Evaluate how many clients are VAT registered, their projected turnover growth and understand any exit plans to evaluate the volume of clients affected.	Plan how many of your clients will be impacted by the deadline and start educating them on the new system.	<input type="checkbox"/>
Understand the submission dates of your clients' VAT quarters.	Create a plan for when each of your eligible clients will be impacted and allocate the correct resources.	<input type="checkbox"/>
Analyse how your eligible clients currently maintain their VAT records.	Companies not using commercial bookkeeping software may need support and training to help them transition over to a provider. For clients who would like to remain on spreadsheets, create a system so you can maintain bespoke spreadsheets for individual clients.	<input type="checkbox"/>
Analyse how many clients are unable to use bookkeeping software.	Communicate the new process and create a plan for how your practice can provide a bookkeeping service for them.	<input type="checkbox"/>
Analyse when your next review meeting is with your clients.	Use this time when your clients are engaged to review software providers and educate them on the new process.	<input type="checkbox"/>

Step 2 - Review internal processes and resources

CONSIDERATIONS	ACTION TO TAKE	
Take time to create a MTD for VAT migration plan for each of your clients.	Understand whether any of your staff need to be retrained. Use MTD as an opportunity to bolster the advisory income for your practice.	<input type="checkbox"/>
Evaluate how many different bookkeeping systems your clients are using.	Understand how software solutions can handle several different bookkeeping systems to save time and make your practice more efficient.	<input type="checkbox"/>
Evaluate if other processes can be automated.	For example, introducing your clients to automated bank feeds.	<input type="checkbox"/>
Understand the cost implications for your business.	Evaluate the cost of your new processes and analyse how best to bill your clients: monthly, quarterly, annually.	<input type="checkbox"/>

Step 3 - Understand the new processes

CONSIDERATIONS	ACTION TO TAKE	
Evaluate how your practice will collect all the data necessary to hit all the deadlines.	Start investigating online systems like CCH OneClick that can ensure the timely collection of data for VAT returns.	<input type="checkbox"/>
Get your practice MTD-ready by getting involved in the HMRC VAT pilot.	Use the opportunity of the HMRC MTD VAT pilot to understand how the new system works, get some additional support and influence how the end system will work.	<input type="checkbox"/>

Step 4 - Communication and pricing

CONSIDERATIONS	ACTION TO TAKE	
Not all your clients will be aware of MTD and the implications for them.	Use MTD as an opportunity to get in touch with clients who you only interact with once a year. Talk to clients about what other services you can offer them.	<input type="checkbox"/>
Your support staff will be the first port of call for all MTD queries.	Ensure your staff are adequately trained and have all the resources they need.	<input type="checkbox"/>
Evaluate the right pricing structure for all your clients.	Prepare a plan on how your practice can offer added value. Understand what bookkeeping services you can provide. Create an advisory offering for your clients.	<input type="checkbox"/>

Step 5 - Grow your practice

CONSIDERATIONS	ACTION TO TAKE	
Use MTD as an opportunity to grow your accountancy practice and use your expertise to encourage other clients to come on board with your practice.	Develop webinars, eBooks, videos, roadshows to position your practice as an early adopter and forward-thinking business. Email conference organisers and offer to speak at relevant conferences to raise the profile of your practice. Use social media, trade and business press to show thought leadership and expert advice.	<input type="checkbox"/>
Learn how to add an advisory service to your practice.	If offering an advisory service for clients is a new venture for you, it's important to develop and refine a clear roadmap or business strategy.	<input type="checkbox"/>