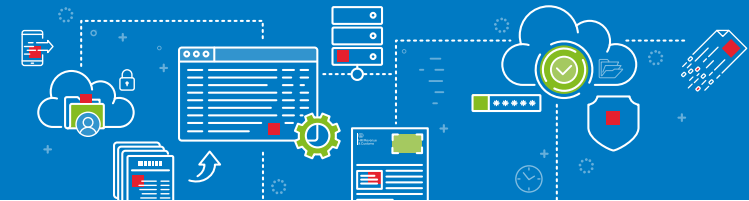


# Making Tax Digital for VAT



*The time to engage and plan for the changes to VAT in MTD is now. Adopt this step by step process to support this transition.*

## Step 1 - Analyse how your practice currently submits VAT returns.

If your practice is already using commercial bookkeeping software, think about how you'll manage to keep on top of multiple systems. How many bookkeeping packages are you managing on behalf of your clients?

How will you train new employees on multiple bookkeeping systems?

Are spreadsheets currently part of your VAT process, how do you intend to continue using the data contained within these as part of your transition to Making Tax Digital?

## Step 2 - Are you using manual processes?

If your practice is still using HMRC's online filing service, take these steps.

- Analyse how many clients over the VAT threshold you have which are currently not maintaining digital records. The sooner you can get them transitioned over to maintaining their accounts (or your practice doing this for them) the better.
- Understand what role spreadsheets play in the VAT process across your client base.

## Step 3 - Communicate with your clients

Communicate what changes will be coming on board in relation to how they capture the data and how submissions will work moving forward.

Introduce them to a solution that meets their needs for the purposes of digital record keeping.

Use MTD as an opportunity to send out monthly email communications on what changes will be required, what support you can offer and what additional services you can provide.

## Step 4 - Communicate internally

Inform your practice about the changes which will be happening.

Consider any additional software resources and training which you may need.

Set a timetable for activity.

Make executives responsible for adhering to the programme.

## Step 5 - Ask for help

Although MTD is set to revolutionise the accountancy industry, compliance can be relatively straightforward with the right planning, preparation and software. Partner with the MTD specialists at Wolters Kluwer who are ready to help you with every step of the process.

