**Making tax digital – an aid to responding**

The Making Tax Digital consultation documents are a major challenge for many to assimilate and consider making a response to. However, the Digital Advisory Group, together with HMRC is anxious to seek responses directly from those most affected by the proposals – small businesses and the agents and advisers who support them.

This pack is aimed at smaller firms of accountants and tax advisers who may not have the resources to respond under normal circumstances. It includes a short PowerPoint presentation with speaker notes which might be used in a session for partners and staff to familiarise themselves with the proposals. This is accompanied by a “Crib sheet” for the leader of the session, setting out what we believe are the questions most relevant to you from the six consultation documents. We don’t believe that the leader of the session should have to make a study of the consultations documents first, as the slides should cover this. There are adequate cross references to page numbers should you want to ready further or respond on a more detailed level to some of the questions.

Here are a few suggestions for running an informal session for a group of interested people:

* Display the slides on a screen so that everyone can follow the content
* The speaker notes in the PowerPoint presentation include comments ty help you understand what HMRC are considering, and how it might affect you and your clients
* The speaker “Crib sheet” lists all of the questions in the various response templates in the order covered by the slides. You might want to appoint a scribe to record the points discussed so that these can be used to complete the response templates
* The response templates separate out the six separate consultations, most of which go to different email or postal addresses. These are included at the top of each template. The questions covered in the presentation are then listed in question number order for HMRC’s eased of analysing responses.
* Do add any other comments you have to the various templates. Don’t feel that you have to answer all of the questions or complete all of the templates – any feedback you can give will be very useful indeed as you can “tell it how it is”.
* I have also included an optional page at the back to give HMRC some context for your answers.

There is a separate pack if you would like to run a session for your clients, which has a different emphasis.

Many thanks indeed for your efforts to help HMRC deliver something that works for businesses.

Rebecca Benneyworth MBE

**Chair, Digital Advisory Group**