



## How to avoid professional negligence claims

*When I present this talk I encourage the audience to contribute their own ideas of what works for them as regards a number of topics covered during the session. I have listed a selection of contributed ideas below. I update the list on my website usually within a week of each presentation.*

### **Tax checklists that work for me (ie: the respondent to my question)**

- Share work reviewed by friends in bigger professional firms;
- List of last year's SAR entries with space for this year's figures;
- A pre-appointment checklist to avoid taking on problem cases;
- The one in built in IRIS tax return programme;
- An annual review checklist to ensure letter of engagement upto date, matters c/f are noted and elections are properly considered;
- Tax Tips and Tools from 2020;
- Excel spreadsheet which incorporates key dates which, once passed, change colour;
- P11d completion;
- Borrowed checklists from colleagues in larger firms - but I still check they are upto date each year;
- Check that all outgoing letters contain all relevant issues and contain advice rather just answers (*this is similar to a point I make when referring to my ABCDE – which you can also download from my website*);
- I have various checklists pinned up on the board in front of my desk and I refer to the relevant one to prompt me to do all that I should do for each task where I might otherwise forget something;

*Please note that by sharing contributors' views I am neither endorsing nor condoning any of them. It's your decision what you do. Not mine.*

*Last updated: May 2006*