

Person with Significant Control (PSC)– making sure your Self Assessment tax return is correct

Our records show that you're the 'Person with Significant Control' (PSC) for XXX. We want to make sure that your Self Assessment (SA) tax return is complete and correct. This isn't a formal compliance check.

A PSC can be someone that:

- holds more than 25% of shares or voting rights in a company, or;
 - has the right to employ or remove most of the board of directors, or;
 - has significant influence or control in a company
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- As a PSC you should be aware that there may be tax consequences for you as an individual if any of the following apply to you:
use the company to pay for personal costs
 - have the use of business assets
 - transfer personal assets to or from the company
 - receive loans and do not pay interest at an official rate
 - receive loans which you do not pay back
 - take up an option to buy shares
 - dispose of shares, property or other assets relating to the company

What you need to do now

Please make sure your SA tax return for the tax year 2022 to 2023 includes all sources of income and gains. This includes any that are listed above.

You can amend your tax return for the tax year 2021 to 2022 to correct any errors you may have made. You can do this by:

- logging on to your HMRC online account. To do this, go to GOV.UK, search 'Self Assessment tax returns' and then select the link for 'If you need to change your return'
- writing to us at the address shown at the top of this letter

Please make sure you do this before **18/8/23**.

You may have more information that you need to report on your tax return. For example, other sources of income or gains. If you do and aren't sure about how to report it to us, you may want to get advice from a professional tax adviser.

What happens next?

It's your responsibility to make sure your tax return is complete and correct. We may find errors that you should have corrected after receiving this letter but didn't. If so, we may open a compliance check and investigate. This may mean that you have more tax to pay. We may also charge you a penalty.

For more info about inaccuracy penalties, please read our factsheet. CC/FS7a. To do this, go to GOV.UK and search 'CC/FS7a' (Penalties for inaccuracies in returns or documents).

For help and advice

For help to fill in your tax return correctly, go to GOV.UK and search 'Self Assessment tax returns'.

For more information about expenses and benefits, see our tax guide 480. To view this, go to GOV.UK and search 'Tax guide 480'.

If you wish to talk to us about this letter, please phone 03000 520 503 between 9am-4pm or send an email to wealthyotm@hmrc.gov.uk

If you have authorised us to deal with your agent, we have sent a copy of this letter to them.

Yours faithfully,

Wealthy Midsized Business Compliance Officer