

Person with Significant Control – about registering for Self Assessment

Our records show that you're the 'Person with Significant Control' (PSC) for XXX. Our records also show that you don't currently send us a Self Assessment (SA) tax return.

We want you to consider if you need to register for SA. This isn't a formal compliance check.

As a PSC you should be aware that you may have to pay tax 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

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

What you need to do now

Check if you need to complete a SA tax return. To do this, go to GOV.UK and search 'Check if you need to send a Self Assessment tax return'.

The deadline to submit a SA tax return is 31 January of the following year. This means that, if you find that you need to complete a tax return for the tax year 2021 to 2022, the deadline of 31 January 2023 has now passed.

However, you must still register and submit a return. Please make sure you do this by 18/8/23. We may charge you a 'failure to notify' penalty for not telling us on time about any tax you owe. You 'tell us' by registering for Self Assessment. We may do this unless you have a 'reasonable excuse'.

To find out more about reasonable excuses, go to GOV.UK and search for 'Disagree with a tax decision' and select 'Reasonable excuses'.

If you don't think you need to complete a tax return, please email wealthyotm@hmrc.gov.uk or call 03000 520 503 between 9am-4pm. You'll need to tell us the reasons why you think you don't need to register for SA. If we agree, we won't write to you about this in the future.

It's your responsibility to make sure you send us returns and pay your tax on time. We may find that you should have registered for SA after you received this letter but didn't submit a tax return. If so, we may:

- open a compliance check to investigate
- raise a determination (this is an estimate of the tax we believe you owe, and it allows us to legally collect this amount)

This may mean you will have more tax to pay.

For more information about failure to notify penalties, please read our factsheet, CC/FS11 'Compliance checks: penalties for failure to notify'. To read this, go to GOV.UK and search 'CC/FS11'.

For help and advice

To register for SA, go to GOV.UK and search for 'Register for Self Assessment'.

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 520503 between 9am-4pm or send an email to wealthyotm@hmrc.gov.uk

Yours faithfully

Wealthy Midsized Business Compliance Officer