



Dear Sir or Madam

Please find enclosed a copy of the letter that we have sent to your client, client name from spreadsheet.

To find out about the service and standard of behaviour you can expect from us, please go to GOV.UK, search 'HMRC Charter'. For the standards tax agents are expected to follow, go to GOV.UK, and search 'HMRC standard for agents'.

Yours faithfully

ISBC Campaigns and Projects



Customer name from spreadsheet
Customer address & postcode from spreadsheet

Phone 0300 123 0998

Email ISBC.OnshoreDisclosures@hmrc.gov.uk

Web www.gov.uk

Date SEES date
Case Ref Caseflow ref from data file

Dear Title > Surname

You may need to declare income from property

We have information that shows you've received income from property lettings.

You may have to pay tax on your income from property if you:

- let out property
- are a landlord
- have been a landlord

If you haven't told us about this income, you may owe tax.

We know tax can be complicated, so we want to help you get it right.

If you've disposed of your property

If you've disposed of property that you received rental income from in the past, you need to make sure you've declared it to us.

You may have to pay Capital Gains Tax. For more information about this, go to GOV.UK and search 'Capital Gains Tax'.

What you need to do by SEES to insert 30 days from the date of the letter

Please respond to one of the two options below.

If you have income to declare

- 1 Go to GOV.UK and search 'Tell HMRC about underpaid tax from previous years' then follow the instructions. Or you can call us on 0300 123 0998 and quote the reference number at the top of this letter. You need to do this by SEES to insert 30 days from the date of the letter. We'll then write to you with a payment reference number (PRN).
- 2 You should then use the same online service to declare your income and pay anything you owe, including any interest and penalties. You must do this within 90 days of receiving your PRN. Please include the letter reference Caseflow reference from data file.
For more information, go to GOV.UK and search 'Work out your rental income when you let property'.

If you don't have income to declare

You need to let us know by SEES to insert 30 days from the date of the letter. You can (either):

- call us on 0300 123 0998 – please quote the reference number at the top of this letter
- email us at ISBC.OnshoreDisclosures@hmrc.gov.uk

For help understanding the risks of responding by email, go to GOV.UK and search 'Corresponding with HMRC by email'.

You don't have to declare anything if:

- you've included your letting profits correctly on your tax returns each year
- the expenses you're allowed are more than your rental income – which means you don't have any letting profits to pay tax on
- you've only just started to make letting profits and will include them on your next tax return

If you don't respond to this letter

If you don't declare any income or contact us, we'll open a compliance check and can charge you extra penalties. For more information, go to GOV.UK and search 'CC/FS1a'.

Penalties and interest

If you didn't tell us you may owe tax, or didn't tell us on time, we'll treat any disclosure you make from now on relating to the issue above as prompted. This may affect any penalties you have to pay. We also charge interest daily on late tax payments. Paying any tax you owe sooner will reduce the amount of interest you'll have to pay.

There's more information about penalties in our factsheet:

- CC/FS7a, 'Penalties for inaccuracies in returns or docs'
- CC/FS11, 'Penalties for failure to notify'
- CC/FS8a, 'Penalties for failure to file returns on time'

If you do need to make a disclosure, you may want to find out more about your rights. Go to GOV.UK and search 'CC/FS9'.

For copies of our factsheets, go to GOV.UK and search 'Compliance factsheets'. Or call us on the number above and we'll send them to you.

More information

If you've told us that you have a professional adviser, we've also written to them. If you have someone else who helps you with your tax affairs, you may want to show them this letter.

If you don't have an adviser, you may want to get professional advice.

If you need extra support

If you have any health or personal circumstances that may make it difficult for you to deal with us, please tell us. We'll help you in whatever way we can. For more information, go to GOV.UK and search 'Get help from HMRC if you need extra support'.

If you contact us, we can deal with you more quickly if you quote our reference number and provide a daytime phone number.

Yours sincerely

ISBC Campaigns and Projects

If you need extra support, for example if you have a disability, a mental health condition, or do not speak English/Welsh, go to www.gov.uk and search for 'get help from HMRC'.
Text Relay service prefix number – 18001