



HM Revenue
& Customs

HMRC
WMBC
BX9 1LH

Phone 03000 559005
9.00am to 4.00pm, Monday to Friday

Email vcinvestor.compliance@hmrc.gov.uk

Web www.gov.uk

Date
Our Ref
Your Ref

Dear Sir or Madam,

Please find enclosed a copy of the letter that I will send to your client on DATE.

We recognise the value of professional agents helping customers with their tax. For information about the required standards for agents, go to www.gov.uk/government/publications/hmrc-the-standard-for-agents/hmrc-the-standard-for-agents

Yours faithfully

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Dear

Why you have received this letter

Our records show you bought shares in COMPANY NAME. This allowed you to claim tax relief using the Enterprise Investment Scheme (EIS). As of the DATE, your investment in COMPANY NAME stopped qualifying for EIS relief. This is because the company failed to meet its requirements of the scheme. This means you may need to pay back any relief you claimed.

We need information from you to work out any tax you need to pay.

How this might affect you

If you claimed Income Tax relief or Capital Gains Tax relief in connection with your EIS investment, you may now need to make a payment to us.

If you have not claimed any relief or you have already told us that this investment no longer qualifies, you do not need to reply to this letter.

What you need to do now

If you claimed Income Tax relief, please fill in the enclosed schedule. You should then send it to us by email or post. Our contact details are shown below.

If you claimed Capital Gains Tax deferral relief or sold your shares, please contact us using the details below. We will tell you what action you need to take.

We will use the information you give us to work out and let you know how much tax and interest you need to pay.

Penalties

We may charge you penalties if:

- you have completed an inaccurate return
- made an inaccurate claim
- failed to notify your chargeability to Income Tax or Capital Gains Tax

To find out more, go to www.gov.uk and search 'CC/FS7a' and 'CC/FS11'.

Help and advice

For more information about EIS tax relief, go to www.gov.uk and search 'HS341 Enterprise Investment Scheme' and 'HS297 Capital Gains Tax and Enterprise Investment Scheme'.

How to contact us

If you want to contact us about this letter, you can:

- phone 03000 559005
- email vcinvestor.compliance@hmrc.gov.uk
- write to HMRC, WMBC, BX9 1LH

Please quote all references shown this letter when you contact us.

If you need more help

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 about this, go to www.gov.uk and search for 'get help from HMRC if you need extra support'.

A copy of this letter has been sent to your agent, if we have authority from you to deal with them.

Yours faithfully,

WMBC Compliance

HM Revenue and Customs

If Coronavirus (COVID-19) is affecting you or your business, you can find information online about the support that's available. Go to www.gov.uk and search for 'Coronavirus guidance and support'. To find out what service and standard of behaviour you can expect from us, go to www.gov.uk and search for 'HMRC Charter'.

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'.



Please complete a separate line for each investment you made in the company.

Date of investment	Tax year of claim – for example, year ending 5 April 2015	The amount you invested	The amount of relief you were given