



Please find enclosed a copy of the letter that we have sent to your client, [\[client name from spreadsheet\]](#).

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

WMBC Compliance
HM Revenue and Customs



HM Revenue
& Customs

HM Revenue and Customs
WMBC
BX9 1LX

[Customer name from data file](#)
[Customer address from data file](#)

Phone TBC
9am to 5pm, Monday to Friday

Email TBC

Date {Date of Issue insert}
Our Ref CFSS ref from data file
Your Ref UTR

Dear [title/surname](#)

Please check your 2020 to 2021 Business Asset Roll-over Relief claim by [\[SEES to insert date 30 days ahead\]](#).

We're writing to you as in your Self Assessment (SA) tax return for the tax year ending 5 April 2021 (2021 tax year) you've declared a disposal of a residential property and submitted a Capital Gains Tax (CGT) page.

You've claimed Business Asset Roll-over Relief (RoR) in relation to this residential property. RoR is only available on the disposal of assets that are used in trade.

While profits from a rental business are calculated in the same way as trade, the letting of a residential property is generally not considered to be a trade. Therefore, RoR won't apply to disposals of residential property in a letting portfolio.

If you're unclear about what RoR is and whether it applies to your disposal, you may wish to seek professional advice. If you have an agent, a copy of this letter has been sent to them.

What you need to do now

Review the disposal of your residential property to ensure it meets the criteria to claim RoR and check if you need to amend your SA tax return for the 2021 tax year. For more information and guidance on RoR go to **GOV.UK** and search 'HS290'.

If you need to amend your SA tax return for the 2021 tax year

If you need to amend your SA tax return, please amend it by [\[SEES to insert date 30 days ahead\]](#). If you don't amend your return and we believe the claim to RoR is incorrect we may open an enquiry after this date.

For advice on how to amend your SA tax return, go to **GOV.UK**, search 'Self Assessment corrections' and select 'If you need to change your return'.

If you've reviewed your claim and don't need to make an amendment to your SA tax return for the 2021 tax year, you don't need to do anything.

What happens next if you've amended your SA tax return for the 2021 tax year

If you've amended your SA tax return:

- you may owe us tax. If so, you'll be charged interest on any tax that's paid late. For more information go to **GOV.UK** and search 'Pay Self Assessment tax bill'.
- we may owe you a refund. If so, we'll repay you or credit your SA account.

It's your responsibility to make sure your SA tax return is completed correctly. If we carry out a compliance check and find your SA tax return is not correct you may be liable to pay penalties.

For help and advice

If you have any questions after reading this guidance, please contact us by:

- phone on 03000 575 687 between 9am and 5pm, Monday to Friday. This line will close one month from the date of this letter.
- email at responseteam4@hmrc.gov.uk. Before you contact us by email, please read the enclosed factsheet 'Corresponding with HMRC by email'.

If you respond to this letter in writing, you'll receive a delayed response.

Please note that we can't correct your tax return over the phone or help you work out if you owe CGT. For more information on CGT go to **GOV.UK** and search 'Capital Gains Tax'.

For help filling in your tax return correctly, go to **GOV.UK** and search for 'get help with Self Assessment returns'.

You can get help from HMRC if you need extra support, for example if you need information in a different format or need help filling in forms. Visit **GOV.UK** and search 'Get help from HMRC if you need extra support'.

Yours sincerely

WMBC Compliance

HM Revenue and Customs



Corresponding with HMRC by email

Use the following information to decide whether you want to deal with us by email. We take the security of personal information very seriously. Email is not secure, so it's very important that you understand the risks before you email us. We will not deal with you by email unless you tell us you accept the risks of doing so.

About the risks

The main risks associated with using email that concern HMRC are:

- confidentiality and privacy – there's a risk that emails sent over the internet may be intercepted
- confirming your identity – it's crucial that we only communicate with established contacts at their correct email addresses
- there's no guarantee that an email received over an insecure network, like the internet, has not been altered during transit
- attachments could contain a virus or malicious code

How we can reduce the risks

We'll desensitise information, for example by only quoting part of any unique reference numbers. We can also use encryption. We're happy to discuss how you may do the same but still give the information we need.

If you do not want to use email

You may prefer that we do not respond by email, for example because other people have access to your email account. If so, we're happy to respond by another method. We'll agree this with you either by telephone or in writing via post.

If you do want to use email

If you would like to use email as one of the ways HMRC will contact you, we'll need you to confirm in writing by post or email:

- that you understand and accept the risks of using email
- that you're content for financial information to be sent by email
- that attachments can be used

If you are the authorised agent or representative we'll need you to confirm in writing by post or email that your client understands and accepts the risks.

Please also:

- send us the names and email addresses of all people you would like us to use email with - you, your staff, your representative, your agent, for example
- confirm you have ensured that your junk mail filters are not set to reject and/or automatically delete HMRC emails

How we use your agreement

Your confirmation will be held on file and will apply to future email correspondence. We'll review the agreement at regular intervals to make sure there are no changes.

Opting out

You may opt out of using email at any time by letting us know.

More information

You can find more information on HMRC's privacy policy. Go to www.gov.uk and search for 'HMRC Privacy Notice'.