

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

Dear

This letter contains important information to help you to get your tax return right.

We understand that you may have sold shares in an unlisted company in the tax year ended 5 April 2020. If you did, you might need to send us a tax return or amend a return you have already sent us.

To help you decide, please go to **www.gov.uk** and search for:

- 'SA108 The Capital Gains Summary Notes help sheet' - this gives basic guidance to help you decide when you need to include a capital gain on your tax return
- 'HS284 Shares and Capital Gains Tax' – this gives guidance and information about working out a capital gain when you sell shares

If you sold shares and the sale included the possibility of future payments (often called earn-outs or deferred consideration), you will need to work out any capital gain.

Our capital gains manual tells you how to work out any gain. Go to **www.gov.uk** and search for 'CG14850'. This information can be complicated and difficult to understand. You may wish to get advice from a qualified tax advisor.

What happens now

Using the online guidance will help you send us an accurate tax return or amend a return you have already sent us. If you have any more questions once you have read the guidance, please phone 03000 527420 between 9am and 5pm Monday to Friday. The line will close 1 month from the date of this letter.

It's your responsibility to make sure your tax return is completed correctly. If you do not do this, we may charge you a penalty.

We may charge you a penalty if we carry out a compliance check in the future and find that your tax return is not correct or that you have not told us that you need to pay additional tax.

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'.

More information about Coronavirus (COVID-19) and the financial help available

Millions of customers affected by the Coronavirus (COVID-19) situation have already taken up financial support. For more information on the range of support available, go to www.gov.uk and search for 'Coronavirus COVID-19'. Then select from:

- work and financial support
- businesses and self-employed people

Yours sincerely

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HM Revenue and Customs

If you need extra support, go to www.gov.uk/dealing-hmrc-additional-needs For example if you have a disability, a mental health issue, or do not speak English/Welsh.