

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](http://www.gov.uk/government/publications/hmrc-the-standard-for-agents/hmrc-the-standard-for-agents)

Yours faithfully

**WMBC Wealthy**





HM Revenue  
& Customs

**HM Revenue and Customs**  
WMBC  
BX9 1BN

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

**Phone** 03000 520 503  
9am to 4pm, Monday to Friday

**Email** [wealthyotm@hmrc.gov.uk](mailto:wealthyotm@hmrc.gov.uk)

**Date** [{Date of Issue insert}](#)  
**Our Ref** [From data file](#)  
**Your Ref** [UTR](#)

Dear [title/surname](#)

## Person with significant control – making sure your return is correct

Our records show that you are the 'person with significant control' (PSC) for [company name from data file]. We want to make sure that your return is complete and correct. This is not a formal compliance check into your Self Assessment tax return.

A PSC is someone that holds more than 25% of shares or voting rights in a company and (either)

- has the right to employ or remove most of the board of directors
- has significant influence or control in a company

As a PSC you should be aware that there may be tax consequences for you as an individual if you (any of the following):

- 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

### What you need to do now

Please make sure your Self Assessment tax return for the tax year 2021 to 2022 includes all sources of income and gains. This includes any that are listed above.

You can amend your tax return for the tax year 2020 to 2021 to correct any errors you may have made. You can do this by (either):

- logging on to your HMRC online account – to do this, go to [www.gov.uk](http://www.gov.uk), search 'self assessment tax returns' and then select the link for 'if you need to change your return'
- writing to us at the address shown at the top of this letter

Please make sure you do this before 31 January 2023.

You may have more information that you need to report on your tax return. For example, other sources of income or gains. If you do and are not sure about how to report it to us, you may want to get advice from a professional tax adviser.

It is your responsibility to make sure your tax return is complete and correct. We may find errors that you should have corrected after receiving this letter but did not. If so, we may open a compliance check and investigate. This may mean that you have more tax to pay. We may also charge you a penalty.

For more info about inaccuracy penalties, please read our factsheet. CC/FS7a.go to **www.gov.uk** and search for factsheet 'CC/FS7a' (Penalties for inaccuracies in returns or documents).

### **For help and advice**

For help to fill in your tax return correctly, go to **www.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 **www.gov.uk** and search 'tax guide 480'.

If you wish to talk to us about this letter, please phone 03000 520 503.

If you have authorised us to deal with your agent, we have sent a copy of this letter to them.

Yours sincerely

### **WMBC Wealthy**

Join the millions of taxpayers already using their Personal Tax Account to access a range of services. It takes just a few minutes to get started, go to [www.gov.uk/personal-tax-account](http://www.gov.uk/personal-tax-account) Or you can use the HMRC app.

To find out what you can expect from us and what we expect from you go to [www.gov.uk/hmrc/your-charter](http://www.gov.uk/hmrc/your-charter) and have a look at 'Your Charter'.