

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](#)

Dear [title/surname](#)

## Person with significant control – about registering for Self Assessment

Our records show that you are the 'person with significant control' (PSC) for [company name]. Our records also show that you do not currently send us a Self Assessment tax return.

We want you to consider if you need to register for Self Assessment. This is not a formal compliance check.

As a PSC you should be aware that you may have to pay tax 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

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

### What you need to do now

Check if you need to complete a Self Assessment tax return. To do this, go to [www.gov.uk](http://www.gov.uk) and search 'Check if you need to send a Self Assessment tax return'.

The deadline to submit a Self Assessment tax return is 31 January of the following year. This means that, if you find that you need to complete a tax return for the tax year 2020 to 2021, the deadline of 31 January 2022 has now passed.

However, you must still register and submit a return. We may charge you a 'failure to notify' penalty for not telling us on time about any tax you owe. You 'tell us' by registering for Self Assessment. We may do this unless you have a 'reasonable excuse'.

To find out more about reasonable excuses, go to [www.gov.uk](http://www.gov.uk) and search for 'disagree with a tax decision'. There is a link for 'reasonable excuses' on that page.

If you do not think you need to complete a tax return, please email [wealthyotm@hmrc.gov.uk](mailto:wealthyotm@hmrc.gov.uk) or call 03000 520 503. You will need to tell us the reasons why you think you do not need to register. If we agree, this will mean that we stop writing to you about this in future.

It is your responsibility to make sure you send us returns and pay your tax on time. We may find that you should have registered for Self Assessment after you received this letter, but did not. If so, we may (either):

- open a compliance check to investigate
- raise a determination (this is an estimate of the tax we believe you owe, and it allows us to legally collect this amount)

This may mean you will have more tax to pay.

For more information about failure to notify penalties, please read our factsheet, CC/FS11 'Compliance checks: penalties for failure to notify'. To read this, go to [www.gov.uk](http://www.gov.uk) and search 'CC/FS11'.

### **For help and advice**

To register for Self Assessment, go to [www.gov.uk](http://www.gov.uk) and search for 'register for Self Assessment'.

For help to fill in your tax return correctly, go to [www.gov.uk](http://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](http://www.gov.uk) and search 'tax guide 480'.

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

Yours sincerely

**WMBC Wealthy**