

Person with significant control - making sure your Self Assessment tax return is correct

Dear [\[title and surname from spreadsheet\]](#)

Our records show that you're the 'Person with significant control' (PSC) for [\[name from data file\]](#). We want to make sure that your Self Assessment tax return is complete and correct. This isn't a formal compliance check.

A PSC can be someone that (either):

- holds more than 25% of shares or voting rights in a company
- 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 (either):

- use the company to pay for personal costs that you don't reimburse to the company
- have the use of business assets for which you don't pay an appropriate market rent or equivalent
- transfer personal assets to the company
- transfer assets 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

What you need to do now

Please make sure your Self Assessment tax return for the tax year 2024 to 2025 includes all sources of income and gains. This includes any that are listed above.

You can amend your tax return for the tax year 2023 to 2024 to correct any errors you may have made. You can do this by:

- logging on to your HMRC online account - to do this, go to GOV.UK, search 'Self Assessment tax returns' and then select '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 25th July 2025.

If you're satisfied that your Self Assessment return is correct, you don't need to do anything or contact us.

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 aren't sure about how to report it to us, you may want to get advice from a professional tax adviser.

What happens next

It's your responsibility to make sure your tax return is complete and correct. If, after reading this letter, you think you need to make any changes to your previous tax declarations, you may still be able to make an 'unprompted disclosure'.

If in the future we find errors in your tax returns relating to the above issue, or we find you haven't told us you may owe tax, we'll treat any disclosure you make as 'prompted'. This may affect any penalties you have to pay.

For more information about inaccuracy penalties, please read our factsheet CC/FS7a 'Compliance checks – penalties for inaccuracies'. To find this, go to GOV.UK and search 'CC/FS7a'.

Interest

We charge interest on late payments. If you've paid more tax than you should, we may pay interest on any amounts we pay back to you.

For help and advice

For help to fill in your tax return correctly, go to GOV.UK and search 'Self Assessment tax returns'.

For more information about expenses and benefits, you can read our tax guide '480'. To find this, go to GOV.UK and search 'Expenses and benefits for directors and employees - a tax guide: 480'. Then select:

- 'Taxable benefits and facilities (480: Chapter 4)' for more information on taxable payments made by the company on behalf of the employee or directors for use of the company assets.
- 'Beneficial loan arrangements (480: Chapter 17)' for more information about loans.

If you want to talk to us about this letter, please phone 03000 520 503. This phone line is open Monday to Friday, 9am to 4pm. Or you can send an email to wealthyotm@hmrc.gov.uk

Please quote the CFSS reference at the top of this letter when you contact us. Please make sure that you read the enclosed factsheet and confirm to us that you accept the risks of using email.

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

Yours sincerely

Wealthy Midsized Business Compliance Officer