(Your address)

HMRC

Self-Assessment

BX9 1AS

[Date]

**[Enter year, e.g. 2019/20] Tax Return - Inaccuracy Penalty Appeal**

Dear Sir or Madam

UTR: [Your ‘Unique Tax Reference’ or ‘UTR’ is your ten-digit Self Assessment taxpayer reference – enter this here in the format XXXXX XXXXX]

I refer to your notice dated [enter date] stating that you wish to charge me an inaccuracy penalty in respect of the mistake on my [enter year] tax return which you say was ‘careless’.

It is my understanding that penalties for carelessness are only chargeable if I have not taken reasonable care. I also understand that before making a judgment about whether I failed to take reasonable care, you should consider matters such as my personal circumstances and background, my experience with tax matters and how I prepared and checked my return.

I consider that I **have** taken reasonable care with my tax return and although you have not asked for them, I am writing to set out some factors that I think support this.

[Here you should state the reasons why HMRC are wrong in deeming you as careless – we have included the following wording as an illustration only:

*I prepare my tax returns myself as I cannot afford a tax adviser, however my affairs are straightforward – mainly a state pension and some bank interest - so I do not consider this to be ‘careless’. I do my very best to complete them accurately and fully which I think is demonstrated by the fact that there haven’t been any problems before. I make sure I keep all official correspondence and my bank statements for the year somewhere safe to help me arrive at the correct figures to enter and I always cross check my tax return with previous years to ensure that I have completed the right boxes.*

*Notwithstanding all of the above, I made a mistake when entering my yearly state pension figure, which I apologise for. Although I did double check my tax return to make sure it looked right before I sent it in, I’m afraid I just didn’t spot that I’d mixed up those couple of digits. Easily done – especially when you are 73! (And in any case, a situation that HMRC seem to accept as not deserving of a penalty as per the* Compliance Handbook Manual *at CH81130!)*]

It really was just a genuine mistake and as such, I’d be grateful if you could take all the above points into account and reduce my penalty to 0%.

I look forward to hearing from you.

Kind regards

(Your name)