

Transparent Benchmarking Team



«Mail_Address_Name_»
«Address_Line_1»
«Address_Line_2»
«Address_Line_3»
«Address_Line_4»
«Address_Line_5»
«Postcode»

Pho 0845
Monday to Friday 8.00am to 6.30pm

www.hmrc.gov.uk

Date
Our ref

«Date_of_Issue»
individual reference from
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Dear «Letter_Name»

Benchmarking – Are you happy with your performance?

Why are you writing to me?

In XX 20XX we sent you a letter about the introduction of the publication of a benchmark in your industry.

We explained that this is one of the pieces of data HMRC uses to assess if further contact is needed and we are likely to have more interest in your business if your return is outside the benchmark.

Your 20XX/XX return shows you are outside the “norm” for performance in your industry.

What should I do now?

You should check you are happy that your return is correct and accurate.

You will then need to call us on XXXXXX by XX/XX/XX, quote the reference at the top of this letter and either:

- 1) Explain what amendments are needed to be made in your tax return.
- 2) Confirm your tax return is correct and answer a few questions so we can better understand why some businesses will be legitimately below the benchmark norm.

If you have registered a tax advisor to deal with us, they can call us on your behalf.

Yours sincerely

Transparent Benchmarking Team