

## Tax Checklist

This checklist is supposed to help you prepare your income-tax return. Please send us the completed pages with the relevant original receipts. If we have any further questions we will contact you.

We are happy to answer your questions by email, on the phone or in a personal conversation.

### **General Data**

#### Taxpayer

Tax-Office: \_\_\_\_\_ Reference number: \_\_\_\_\_ (if known)

Family name, first name: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Religions denomination: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address as shown in the income-tax return: \_\_\_\_\_

Mailing address for sending you the tax return documents: \_\_\_\_\_

Telephone no. and e-mail-address in case of questions: \_\_\_\_\_

#### Bank Account for the tax refund:

Institute: \_\_\_\_\_

IBAN: \_\_\_\_\_ BIC: \_\_\_\_\_

**Conjugal status:** \_\_\_\_\_ since: \_\_\_\_\_

#### Spouse

Family name, first name: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Religions denomination: \_\_\_\_\_

Occupation: \_\_\_\_\_

#### Children

First name, date of birth, school or other places of training, military service

\_\_\_\_\_ receives child allowance ? Yes No

\_\_\_\_\_ receives child allowance ? Yes No

\_\_\_\_\_ receives child allowance ? Yes No

## Income

- Employment tax statement
- Proof of
  - Unemployment benefits / parental benefits / short-time work benefits
  - Sick pay / maternity pay
- For pensioners (such as retirement, invalidity, widow and private insurance pensions)
  - for the first receipt of pension, the notice of one's pension allowance
  - annual pension certificate
- Certification of RRSPs (such as building society savings account): RRSP annex

## Property

- Rents
  - Purchase agreement, broker fees, conveyance fees, real estate transfer tax, notary fees
  - Construction, repair bills, interest certificates
- Special depreciation
  - for a monument, building renovation

## Income from capital assets

- Annual interest statement (such as building societies, banks)
- Tax certificates for withheld interest income tax
- Sale of shares / land etc.

## Children

- Up to 14 years: Childcare costs, such as fees for crèches, babysitters, nannies
- Up to 18 years: Training and apprenticeship contracts, matriculation certificate
- Abroad: Marital status certificate
- School fees
- Health insurance contributions
- Employment tax statement
- Orphan's pension certificate Tax allowance for single parents

## Special expenses

- Riester pension
- Rürup pension
- Payment into foreign state pension fund (such as Turkey)
- Insurance contributions (such as life, liability, car, accident insurance)
- Health insurance
- Donation certificates

### Extraordinary costs

- Medical expenses (such as drugs, dental, glasses, hospitalisation, spa / medical practitioner,...)
- Doctor trips (number and distance)
- Divorce costs / funeral expenses
- Costs for domestic help
- Proof of disability (disability card, certificate from the social security office, pension certificate for accident pension)
- Maintenance payments for children / spouses / parents
- Grandparents / significant other Health insurance contributions for dependent persons

### Professional expenses

- Union fees, accident insurance, legal expenses insurance
- Application fees (such as copying, postage and travel expenses, application folders)
- Travel expenses: Increased travel and subsistence packages, accommodation costs (such as truck drivers, construction workers, field service)
- Winter employment allocation
- Trips from home to workplace, work away from home 
  - distance in kilometres, number of trips
  - collective transport, such as plant bus
  - (TÜV report / ASU / inspection invoices with mileage)
  - Car accident costs
- Work equipment (such as computers, tools, work clothes, literature)
- Second home (rent, utility costs, necessary household items, second home tax)
- Tax consulting fees
- Training costs (such as technician, expert courses minus directly assigned subsidies, such as Bafög)
- Study
- Relocation costs due to work-based move

### Contractor costs

- Craftsmen's bills (only wages)
- Ancillary costs (chimney sweep, caretaker)
- Costs for domestic help
- No support for public subsidies/KfW loans

### For the first consultation

- Tax assessment and tax return for the previous year