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**These documents are required in order to process
your income tax declaration**

Please submit your organised receipts in original form.

Income

- Income tax card / certificate
- Proof of periods in which no employment was held e.g. Certificates regarding:
 - Unemployment benefits / aid
 - Sickness benefits / maternity pay
- In the case of retirement payments
 - Initial payments outlined in the pension approval certificate
 - Additional notifications relating to pension payments
- Certificate of asset-creating activities (enclosure VL)

Property

- Privately used or rented (Deeds of sale, building invoices, certificate of interest paid)
- In the case of leasing: Rental income with utility costs, interest paid, property tax, housing allowance and annual depreciation calculations etc.

Income from capital assets

- Tax certificate for interest derived from securities (also for pre-term cancellation of life insurance)
- Break-down of capital assets/revenue
- Additional interest paid

Private trading activities

- For example stocks / shares / property etc.

Minor employment

(400 € jobs)

- Income tax certificate (you will receive an income tax certificate from your employer)

Additional expenses

- Insurance contributions (health, life, pension, personal liability, car, private nursing care and accident insurances)
- Tax consulting costs
- Donations
- Training costs

Children

- Training / Teaching contracts
- Personal income gained from children over 18 years (e.g. income tax card, student grants)
- Confirmation of child support

Business Expenses

(Receipts and supporting documents for...)

- Industry associations
- Travel / Further education costs

Certificate from employer regarding

- Business travel (including lorry driver)
- Work spanning multiple sites
- Study/home office
- Dual housing costs (rent, utility costs, essential housing effects)
- Work related items (e.g. computer, tools, business clothing, work literature)

Unusual Expenses

(Receipts and supporting documents for...)

- Sickness expenses (e.g. medication, dentist, optician, hospital stay etc.)
- Divorce expenses, funeral costs
- Treatments/Alternative medicine
- Home help costs
- Proof of disability (disabled ID, certificate issued by pension office, pension approval certificate pertaining to an accident)
- Support of family members and their own income (e.g. support of military and civil service enlistees)

Additional

- Tax return from previous year
- Notification of new tax number
- In the case of altered family status: birth, marriage, death)
- Bank details
- Application for housing benefit
- Household-related services
- In the case of new clients; a copy of the income tax declaration from the previous year

Please note: In the case of submitting a joint income tax declaration to the tax authorities please ensure this document is signed by both parties.

In the event of questions arising, please don't hesitate to contact us.