

Required documents for income tax return

(Please put business related documents in a separate folder/ring binder.)

Folder 1: Personal Data (see page 5)

- Proof of information about children
 - e.g.: Certificate of enrollment
 - Confirmation of student/school registration
 - Disability
 - Children's day care costs with bank statements
 - School fees
 - Physical address of child(ren)
 - Child benefits
- Different father/mother:
 - First name, surname, date of birth, physical address
- Information if single parent and of further full-aged persons living in same household

Folder 2: Special private expenses

- Insurance contributions
 - e.g.: Pension insurance without lump-sum option
 - Pension insurance with lump-sum option
 - Riester pension - confirmation
 - Health insurance and additional voluntary nursing care insurance (confirmation of health insurance company)
 - Accident insurance
 - Life insurance without lump-sum option
 - Life insurance with lump-sum option
 - Liability insurance (personal liability, motor third party liability, dog liability, others)
 - Hospital daily benefits
 - Burial insurance
- Other special private expenses
 - e.g.: Church tax
 - Expenses for tax advice (partially income-related expenses / business expenses)
 - Charitable contributions (donations and membership fees)
 - Vocational training/First Course of studies, but not practiced
- Household-related services and other tradesmen services
 - Bills and bank statements
 - Statement of housing benefits / operating costs

Folder 3: Extraordinary personal expenses

- Disability pass and, if for the first time, note from pension office
- Household employees / nursing
- Others
 - e.g.: Doctor's bills (reconciliation of reimbursements by health insurance company)
 - Funeral expenses, only if inheritance did not cover the costs
 - Costs for divorce
 - Artificial dentition
 - Costs for children's day care
 - Cure (expenses not beared by the health insurance company)
 - Prescriptions and attestations
 - Optical aid
 - Support expenses to permanently separated/divorced spouse

Folder 4: Income from dependent employment

- Proof of income
 - e.g.: certificate(s) of wage tax deduction
 - Unemployment benefits / sickness benefits or rather earnings replacement benefits
 - Maternity allowance
 - Parent's money
 - Short-time allowance
- Travel expenses
 - Place of employment/activity
 - Distance in kilometers and address of place of employment/activity and number of workdays
 - License plate or information about public transportation
- Work equipment
 - e.g.: specialized books
 - office supplies
- Home office (corresponding with legal restrictions)
 - e.g.: Insurance(s) (fire, building, etc.)
 - Rent
 - Related costs (e.g. Gas, heating, electricity, etc.)
 - Furnishings and equipment
 - Square meter of apartment and of home office
 - Ichnography of apartment
 - No other workplace?
- Further education
 - e.g.: Seminar fees
 - Travel expenses
 - Duration
 - Accomodation

- Expenses for job-related maintenance of two households
 - e.g.: Transportation expenses
 - Accommodation
 - Moving expenses
- Other job-related expenses
 - e.g.: Contributions to occupational unions
 - Application expenses
 - Not relatable expenses
- Business trip / job assignment at alternating locations
 - e.g.: Transportation
 - Departure and Arrival
- Refund by employer for expenses mentioned above

Folder 5: **Income from Capital investment possibly necessary despite Flat rate withholding tax**

- Deposits - Original tax statement
- Private loan
- Securities, stocks and bonds - Original tax statement
- Shareholder loan
- Speculation gains and losses
- Tax allowable expenses (from 2009 only tax deductible in special cases)
 - e.g.: deposit fees

Folder 6: **Income from Rentals and Royalties (particularly real estate or movable property like e.g. Caravan)**

- With purchase
 - Notary costs
 - Real estate transfer tax
 - Registration fees
- Rental agreements
- Purchase contracts, write-offs (AfA – depreciation for wear and tear)
- Rental income and leasing receipts, information about base rent and separate information about heating and other operating costs
- Interest on debts and loan contracts

- Other income-related expenses
 - e.g.: Insurance / Tax
 - Gas / Electricity / Water / Wastewater
 - Maintenance costs
 - Chimney sweeper
 - Caretaker, Cleaning
 - Real estate tax
 - Maintenance cost statements

Folder 7: **Other income**

- Pension approval certificates
- Beginning of retirement or profit share of an annuity
- Income from subsistence payments
- Others

Folder 8: **Owner occupied housing / condominium landmarked**

- Contracts
 - e.g.: Purchase contracts
 - Application for construction permit
- Acquisition and production costs
- Incidental acquisition costs
 - e.g.: Notary fees
 - Real estate transfer tax

Folder 9: **Others**

- Open documents
- Special incidents
- Latest tax assessment note or tax return

Informationen about income tax return

Year: _____

Requested assessment:

Tax office: _____

Single assessment

Tax number: _____

Joint assessment

Single assessment of spouse

Personal information

Taxpayer

Surname, first name	
Date of birth	
Religion	
Occupation held	
Address (Street, No)	
Postal code	
Identification number	

married / widowed / divorced / separated since _____

Spouse

Surname, first name	
Date of birth	
Religion	
Occupation held	
Address (Street, No)	
Postal code	
Identification number	

Bank account

Account holder	
Name of bank	
IBAN	
BIC	

Children

First name and surname	Date of birth	Relationship to child		Vocational training / searching for apprenticeship training position / basic military service from – to (proof)
		Taxpayer	Spouse	

Appropriate family benefits office:	
Identification number	

Training tax allowance of children

First name and surname	If externally accomodated	
	Place	Period

➤ Vocational training or first course of studies finished?

If yes: employed < 20 hours a week?
 Employment status of vocational training?
 Minor employment (geringfügig)?

Transportation between apartment and workplace

	Taxpayer	Spouse
Workdays per week:		
Leave and sick days:		
One-way distance (km):		
Adress workplace(s)		
Workplace:		