

LIST of Documents & Information needed for the tax return preparation

General Documents

- Tax forms received from the tax office
- A copy of last year's tax assessment (if we are preparing your tax return for the first time)

Personal details

- Personal details of all family members (surname, family name, dates of birth, marital status, religious denomination, occupation, employer, place of work, school/training of children from ... until at)

Income from employment or pensions

- Wage statement („Lohnausweis“) received from the employer / confirmation of pensions received
- Receipts of costs for further education or retraining, if not paid by the employer

Voluntary pension plan contributions

- Confirmation **if** you have made contributions to a tied private pension plan (pillar 3a)
- Confirmation **if** you have made voluntary contributions to the professional pension scheme (pillar 2)

Bank accounts and securities & Credit cards / Debts (other than mortgage)

- Statements for all bank accounts that you have (worldwide), showing the balance at the End of the year and the interest received in the tax period
- Statement for any securities (shares, bonds...) that you have, showing the value at the End of the year and the distributions received in the tax period
- Details of purchases and sales of securities in the tax period
- Statement for credit cards that you have, showing the balance at the end of the year and the interest paid in the tax period
- Statement for private debt loan, showing the balance at the end of the year and the interest paid in the tax period

Real estate property & mortgages

- Purchase price or tax/asset value (if located in Germany : Einheitswertbescheid)
- Address of the property, years of purchase and construction
- Summary of rent received in the tax year (if rented out) // If owner-occupied: estimate of rent that you could get
- Statement for any mortgages, showing the amount due at the end of the year and the mortgage interest paid
- Receipts / invoices for maintenance cost of the property & insurance paid for the property

Other assets

- Indication on surrender value life insurance contracts
- Cars (brand, year of manufacture, purchase price)

Varia

- Health insurance premiums paid
- Documentation on medical/dental treatment costs not covered by the health insurance
- Inheritance, usufruct or considerable gifts received in the tax year
- Contribution to charities or political parties
- Copy of invoice(s) for external childcare
- Documents regarding alimonies paid or received