

### Checklist

#### - Necessary documents and information for the preparation of your income tax return -

The following checklist does not claim to be complete but is meant to give a first overview. Liability cannot be assumed in this regard.

#### General information

- Personal data (name, address, family status, data of your spouse/registered partner, religion, date of marriage, bank details)
- Tax number, ID-number
- Information on children, childcare costs, if applicable
- Household-related services, craftsman services
- Certificate on physical disability / handicaps
- Insurance certificates (e.g. health-, life-, accident-, liability insurance)
- Contributions to Riester- and Rürup-pensions
- Donations
- Costs for tax advice
- Costs in connection with vocational training
- Alimonies to relatives
- Exceptional costs (e.g. medical costs)

#### Salary and wage income

- Wage tax statement of the tax payer and/or spouse/registered partner
- Notification on wage-replacement benefits (e.g. unemployment benefits, sickness benefits)
- Assessment notice regarding parental benefits
- Travelling from home to the workplace (number of drives, distance)
- Contributions to professional associations
- Work equipment (e.g. stationery, specialist literature, computer, telephone costs)
- Application expenses
- Training costs
- Travel costs
- Expenses for maintenance of households
- workrooms

#### Income from investments

- Certificates of banks on (domestic and foreign) investment income and withholding tax

#### Income from trade or business / Income from self-employment

- If you are entrepreneur or self-employed person and you engaged us to prepare your bookkeeping and your annual financial statements, we will only need further information concerning income from investments in partnerships

#### Rental income

- Amount of revenue, separated by rent and ancillary costs / service charges
- Ancillary costs statement / service charge settlement for the tenants
- Basic value number ("Einheitswertnummer") of the respective real estate
- Information, whether real estate is rented to relatives
- Interest certificates
- Maintenance costs
- Service costs (e.g. real estate tax, waste collection, gas, electricity, water, chimney sweep, house cleaning, caretaker, administrative costs)
- Annual building fund settlements („Haus-/Wohngeldabrechnungen“)

#### Other income

- Pension statement of Deutsche Rentenversicherung
- Pensions from private life insurances or pension insurances
- Other rental income recurring benefits
- Private sales transactions

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