*- Sorting by the following order saves time and money for your tax declaration -*

*Please check the following headwords:*

*inexistent - (x)*

*on hand - (√)*

**1.General informations and documents**

* common personal data
* tax office, tax number
* bank account
* latest tax declaration with tax bill
* correspondence in tax matters (questions)
* other documents

**2. Additional/precautionary expenses/insurance**

* insurance policies, receipt of all private insurances: health-. life-, accident insurance, automobile insurance, private liability, funeral expenses fund
* certificate of health insurance for voluntarily statutory insured or privatly insured
* certificate for paid „Riester Pension“ (certificate as of § 10a EStG)
* donation receipts
* electronic transfered contributions and donations for political parties
* expenses for your own education and training in a non currant occupation (certificate of attendance, documents, travel expenses)
* church tax payments and refunds
* divorce alimony for spouse

**3. Extraordinary burden**

* receipts/refunds of healthcare costs (medical expenses, pharmacy receipts, dentures, glasses, costs for convalescent care)
* evidence of disability (disability ID card)
* proof over the support of needy family members (paid support, the persons pension notice and/or revenue information)
* evidence for care of permanent helpless people (disability certificate, care money bill)
* funeral costs
* alimony for spouse/children over 25 years old

**4. Household services /craftsmanship Rented or owned flat/house**

* claimed household services by service provider
	+ flat cleaning
	+ garden maintenance
	+ care of relatives by use of a care service
	+ moving costs
	+ Pet care
	+ Street cleaning
* craftsmanship for renovation, modernization and conservation measures
	+ from the operating cost bill: janitorial services, house cleaning, garden care, chimney sweeper)
	+ painting and coating of doors, window frames, wall cupboards, radiators and heating pipes
	+ maintenance or replacement of heating, electric, gas and water installation
	+ modernization or replacement of fitted kitchen
	+ modernization of bathroom; repair and maintenance of household items (e.g. washing machine, dishwasher, stove, television, PC)
	+ work performed on interior and exterior walls, on the roof and the facade, on garages or similar
	+ repair or replacement of windows, doors and flooring
	+ garden design
* bank statement of paying the above (no cash payments)
* funding by „SAB“ bank for reconstruction
* invoice, split by work performance and material expenses
* operating cost bill

**5. Children**

* personal data of children
* received „Kindergeld“ (child benefits) / by „Familienkasse“ (benefit office)
* costs for child care (kindergarten, after-school care, private care)
* bank statement of paying the above (no cash payments) Informations about children over 18 years
* apprenticeship contract
* certificate of attendance (school), certificate of study
* verification of nonresidence (rental agreement, rental payment)
* „Bafög“-notification
* education expenses for child in training
* notification of military service

**5. Children (other information)**

* childs relationship to further persons (full address of other parent)
* childrens information/data, which are not registered at the appartment of its parents or separated parents or registered with other persons. (foster care, etc.)
* transfer of child tax allowance - to the other parent with application for Anlage K (appendix K) - if the other parent has not met his/her maintenance obligation for at least 75% (name, address of the concerning parent)

**6. Salary and wages**

* certificate of wage tax deduction
* proof of reception of wage tax benefits (unemployment pay, sick pay)
* proof of military service, federal voluntary service, „FSJ/FÖJ“ (gap year taken to do voluntary work in the social/environmental sector)
* proof of maternity pay, childcare payment, stay abroad, parents money
* proof of capital-forming payments
* proof of wage tax certificate interruption (e.g. sick pay for a child) Professional expenses
* trips between home and workplace (count + kilometer)
* business trips (location, reason, absence time, reimbursement by the employer)
* employers certificate of driving or duty alteration activity
* receipts for work equipment (professional clothing, tools)
* receipts for textbooks, professional journals (with listing) □ receipts for professional further education (course fees, travel costs, additional expenses for meals) / reimbursement by the employer
* receipts of expenses for job applications (advertisement, travel expenses, etc.)

**Professional expenses (ongoing)**

* proof of a professional legal expenses insurance
* mixed induced expenses (congress trips) - breakdown in personal/commercial -
* additional payments for a company car
* bills of occupationally induced relocation expenses / refunds by the employer
* receipts of occupational legal expenses
* proof of professional telephone costs (three highest following bills)
* contributions to professional associations (trade unions)
* expenses for home office
* tax advisory costs
* other costs

**7. Other income**

* notice of retirement (statutory / private pension)
* income from social insurance / life insurance
* one-time commission
* crowdfunding
* speculative transactions (properties, speculative transactions of basic necessities)

**8. Capital assets**

* interest income from saving deposits
* credit balances from building societies
* trading on eBay etc.
* directorate fees
* certificate of participation
* value papers credit balances
* declaration of profits
* tax certificates
* tax interest refund
* capital returns tax (by distribution to shareholders)
* interest discounts on investments
* limited liability company (GmbH) distribution
* loan receivables
* capital assets from business relationships with financial institutions domiciled abroad (the world income counts)

**9. Leased real estate; real estate funds**

* details of the object:
	+ position
	+ total area
	+ leased area
	+ acquisition date
	+ finish
	+ use
	+ value of the object, complete purchase contract
	+ notarial deed
* compilation of any subsequent production costs and acquisition costs
	+ costs of notary / lawyer
	+ real estate transfer tax
* financing details
	+ loan agreements
* expenses for a house / apartment
	+ maintenance expenses
* rental / lease agreements
* rental income
* administration effort / utility bill
* professional expenses (loan interest, real estate tax, street cleaning, snow removal, household lighting, heating, hot water, chimney sweep, assurances, caretaker / housekeeper, elevator, tax advisory costs, lawyer`s fees, cost of monetary transactions, contributions, fees, postage, telephone costs, office supplies)

**Investment in real estate funds**

* contractual document
* financing details
	+ loan agreements
* settlement of the tax portion for the assessment year