

## Checklist

### General documents / data

- last tax statement
- family status
- name and birthdays from marriage partner and children
- costs of childcare
- bank details

### Earnings

- certificate of wage tax deduction (called „elektronische Lohnsteuerbescheinigung“)
- costs depending on the job, e. g. travel expenses, advanced training, computer, working room, moving costs, double household
- other income, e. g. sickness-, unemployed-, motherhood-, parentsbenefits
- interests
- bonds
- Renting income
- Renting contract
- additional costs
- all costs depending with the renting income, e. g. property tax, costs for energy, insurance

### Special expenses

- contributes
- matrimonial maintenance
- all insurances, especially bond insurance like “Riester- und Rüruprente”

### Extraordinary Expenses

- illness costs
- care-giving costs
- statement of handicap
- funeral costs
- costs for lawyer

### Costs for workmen

e. g. painter, gardener, electrician, roofer, but also costs for a moving company

**This is only a short overview of documents and includes not every case of possibility to deduct the tax payment. For further requests please contact us on 02 41 / 160 734 10 or 0 24 08 / 719 49 80**