

Required documents for German income tax - for employees

- 1) Personal data
 - Name, address, date of birth, religious belief, profession, bank account, name and date of birth wife/husband and kids
- 2) Income dependent employment
 - „Jahreslohnsteuerbescheinigung“ annual salary and tax report
- 3) Expenses for dependent employment
 - Kilometer allowance for trips home –work, km daily and numbers of trips a year
 - Costs for trade union or professional associations
 - Pc, laptop, monitor, printer, scanner
 - Home office, if there is no working place at the company
 - Professional papers and books
 - Expenses for applications
 - Professional tools and equipment
 - Professional clothing
 - Phone expenses directly related to work
 - Expenses for lawyers and court concerning job
 - Training, not paid by company
 - Tax consultant, tax books, tax software
 - Travelling expenses for work not paid by company
 - Double housing because of work
 - Moving expenses
 - Accident with car from/to work
 - Accident insurance, private liability insurance, professional liability insurance, legal protection insurance
- 4) Other expenses to reduce taxes
 - Health insurance, life insurance, especially pension insurance
 - Supporting divorced wife/husband
 - Church taxes
 - School fees
 - Donations, membership fees and political parties
 - Disability
 - Supporting parents, grand-parents, kids (if abroad you need to fill a special form, enclosed is the German/English Form)
 - Expenses for health treatment, not paid by insurances
 - Household employees
 - Childcare costs
 - Nursing care
 - Expenses for divorce
 - Accidental expenses, not paid by third party
 - Funeral with any heritage
 - Legal cost, not paid by third party
 - Craftsman for the own or rented house/flat
 - Utilities statement for the rented house/flat

Maier & Partner Steuerberater Wirtschaftsprüfer

Karlsruher Str. 13 76676 Graben-Neudorf Tel. 07255 725106 Fax 07255 725108

E-Mail: info@steuerberater-gn.de www.steuerberater-gn.de

Friedrichsplatz 7 76646 Bruchsal Tel. 07251 932820 Fax 07251 932821

E-Mail: info@steuerberater-cm.de www.steuerberater-cm.de