

## Checklist

We require following documents and data to fill in your tax forms

- (Changes of) your personal data
- (Changes of) your employment, confession, marriage, birth of children, retirement, divorce (data on alimonies), heritage
- Children: christian name, date of birth, training - where until when?
- Where there any breaks on your employment (i.e. unpaid holidays)?
- All salary-calculations/payrolls of your employer
- salary-calculations/payrolls on additional occupation
- Calculations on income paid by any social security agency (unemployment, annuity...)
- Data on receiving of LPP-Payments
- Homeowners:
  - Statements of rental income
  - if existing: tax-authorities-estimation on value and proper annual value
  - account on costs of the house
- all bank-statements per 31.12. (please check correlative last year's tax-index)
- all declarations of payments of dividend and interest (please check correlative last year's tax-index)
- Data on receiving/paying alimonies
- Declaration on payments on proper rental precautions (column 3a)
- Data on debts and interest on debts per 31.12.
- Data on granted or received loans including details on interest per 31.12.
- Data on medical costs payed by yourself
- Data on donations
- Tax-declaration of your life-insurance
- Data on purchase or sale of vehicles (brand, price, age)
- Data on costs of professional children watch
- All tax-forms
- Data on received donations, heritages