

## 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