

# **Reiner Matthias Wagner RA/StB**

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## **English spoken tax service for employees**

List of documents that might be needed for a tax declaration:

1. Tax slip " Lohnsteuerbescheinigung" from you and,- if you are married and your spouse lives in Germany too -, your spouse; both have to sign the tax declaration.
2. In case you want to claim for double household, receipts for the housing costs at the place of your work, and a proof that you still maintain a household of your own in your country.  
+ proofs for frequent travel to your home abroad. Dependent of the distance the double household will only be accepted, if you travel home -every second week for nearer distances (travel distance less than ca. 1000 km equalling distances within Germany)  
– in minimum five times a year within Europe  
–for transcontinental distances once a year may be sufficient.  
Telephone cost for one call home a week for 15 minutes of time can be deducted for married people where the spouse lives abroad.
3. Receipt about your professional outlays: travelling expenses to your work, business  
clothes,- only working clothes that can't be used private -, union contribution.
4. Receipt of further education, moving expenses caused by your job.
5. Certificate about unemployment relief, unemployment assistance, sickness cash benefit.
6. Special deductions: deferred insurance, training costs, tax service costs, tax deductible contributions or donations.
7. Exceptionally charges: costs of divorce, dentist, doctor, funeral (in case of death in your family).
8. Marriage or birth certificate,
9. If you pay maintenance to relatives, receipts for the payments and a declaration about the income of the recipient by the fiscal authorities of his home country.
10. Physical disability certificate (also of your children)
11. Pension approval certificate of the last 2 years, if necessary also of your spouse.
12. Shares and securities, certificate of your bank about income received under deduction of tax.

The rate for the service is in between of 50,- € and 220,- €, dependant of the yearly amount of your income.

For further questions please don't hesitate to call me. 089 – 51657968

The basic information, whether it is worth to do a declaration will not be charged.