

## General

- ID card
- Tax ID number
- Previous year`s tax statement
- Proof of change in family circumstances e.g. marriage certificate
- Employment tax statements
- Proof of wage-replacement benefits e.g., unemployment benefit, type II unemployment benefit (Hartz IV), sick pay, parental benefit, maternity benefit, insolvency benefit etc.
- Proof of capital-forming benefits
- Application for housing subsidy
- Proof of household services carried out in your own household
- Proof of manual work carried out in your own household
- Annual certificates of capital income e.g. interest, dividends etc
- Documents related to rented property e.g. acquisition costs, mortgage interest rates, leases, ancillary cost settlements, maintenance costs. etc.
- Proof of income from private sales transactions e.g. property sales etc
- Proof of foreign earnings

## Proof relating to any children

- Child`s/children`s tax ID number(s)
- Birth certificate(s)
- Proof of childcare costs
- Proof of search for education/training placements
- Proof relating to education e.g. training contract and tax statement or proof of school or university attendance, school or study fees, BAfög student loans etc.

## Proof relating to retirement

- Pension statement, benefit statement or pension indexing statement e.g. for old-age pension, survivors benefit, disability benefit etc
- Tax statements e.g. for personal or company pension etc
- Proof of further pensions

## Application costs

- Proof of application costs
- Proof of travel costs to the workplace
- Proof of relocation costs (for work-related relocations)
- Proof of costs of running two households / (when a second home is necessary for work-related reasons)
- Proof of office costs
- Proof of costs for business travel and external activities
- Proof of costs for work equipment e.g. work clothes, professional literature, tools, computers, smart phones etc
- Proof of education and training costs
- Proof of fees for membership of professional associations/trade unions
- Proof of costs for tax advice

## Miscellaneous expenses

- Proof of insurance contributions e.g. for private medical, nursing care, accident, liability, pension and/or life insurance etc
- Proof of private pensions e.g. documents relating to Riester and/or Rürup pensions etc
- Receipts for donations

## Exceptional costs

- Proof of maintenance payments to dependents
- Proof of costs relating to illness and medical treatment e.g. for doctors and dentist`s services, hospital stays, medication, prescription glasses, treatments and cures, nursing and retirements homes, trips to the doctor etc.
- Evidence of degree of disability or degree of required care, e.g. disability card
- Proof of burial costs