

**TAX RETURN**  
**INFORMATION AND DOCUMENTS TO BE PREPARED**

*Copy of tax return from previous fiscal period*

- ☐ Official tax return form with control code
- ☐ Family situation as at 31 December and full dates of birth of the children
- ☐ Eventual changes in family situation: moving, marriage, separation, unemployment, death
- ☐ Salary certificates for the entire fiscal year
- ☐ Professional expenses (Km transportation, meals, professional development expenses)
- ☐ Certificate of 3rd Pillar A payments
- ☐ Child allowance certificates (if any)
- ☐ Certificates for loss of income compensation (illness or accident) or unemployment indemnities
- ☐ Justification documents for any accessory gains received
- ☐ Certificates for buying back LPP 2nd pillar contribution
- ☐ AVS or AI and pension certificate (if received)
- ☐ Alimony amounts (paid or received)
- ☐ For homeowners, who occupy their own homes, the following information are necessary:
  - ☐ Rental value
  - ☐ Tax estimate, living area in m2 , year of construction or renovation, year of assignment to your home
  - ☐ Justification of mortgage interest paid during the fiscal year and balance due as at December 31
  - ☐ Rents collected by the owners without charges (if any)
  - ☐ Justification of building maintenance costs, various taxes and insurance paid during the fiscal year (original invoices)
- ☐ Certificates, tax statement on securities and other capital investments and a statement of changes (purchase, sale, refund) that occurred during the fiscal year
- ☐ Lottery winnings certificates for refund of withholding tax
- ☐ Medical expenses payable by you in excess of 5% of your net income
- ☐ Justification of paid interest, as well as the balances still outstanding at December 31 of your debts
- ☐ Cash surrender value of life insurance policies as at 31 December, possibly new policies
- ☐ Copy of lease(s) or amount of net rent without charges
- ☐ Sending by e-mail = e-mail : .....