

# INCOME TAX RETURN 2017

## CHECK LIST

Dear Sir or Madam,

The period to submit the **ANNUAL INCOME TAX RETURN 2017** has started.

Therefore, we are contacting you in order to request and collect the information related to your familiar and financial situation for the year 2017.

Please submit to us the documentation and information requested below, only the sections which apply to you, in order to prepare and submit your Annual Income Tax Return.

<b>Personal Identification</b>	NIE number, name of taxpayer and complete date of birth. Marital status. Copy of the residence card. Tax data and/or income tax draft, in case the Tax Office has sent it to you
<b>Identification of Family Members</b>	NIE numbers, names, date of birth, marital status of other members of the family who live with the taxpayer (children, parents, etc), tax data and/or income tax draft, in case the Tax Office has sent it to you
<b>Income</b>	Details of income from all sources (worldwide)
<b>Taxes</b>	Taxes withheld
<b>Pensions Plans</b>	Amounts invested in pension plans
<b>Capital Gains &amp; Losses</b>	Details of any capital gain/loss
<b>Main Residence</b>	Acquisition or restoration of main residence and mortgage payments
<b>Municipal Taxes</b>	Copy of rates (IBI/Waste) paid in 2017 with the cadastral reference
<b>Other Properties</b>	Details of any other property apart from main residence
<b>Dividends</b>	Dividends received
<b>Other Taxes</b>	Taxes paid in other countries
<b>Bank Information</b>	Annual Certificate from bank from tax purposes (interest, withholding, etc.)
<b>Bank Account</b>	Number of bank account where you would like to receive your refund/pay your tax
<b>Personal Situation</b>	Only for divorced taxpayers: amounts paid to children or ex-wife/husband decided by Court

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<b>Payment Option</b>	In case of Income Tax with reimbursement, determine upon payment on two instalments: first (60%) at the moment of submitting the Tax Return; second (40%) due by November 5 <sup>th</sup> , 2018
<b>Donation</b>	Would you like to donate to the Catholic Church, to Non-Governmental Organizations, to both or to none? If you choose the latter your contribution will be assigned to the State General Budget

## WEALTH TAX 2017

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### CHECK LIST

Please submit to us the documentation and information requested below, only the sections which apply to you, in order to prepare and submit your Annual Income Tax Return.

<b>Properties</b>	Details of all properties owned worldwide. Indicate cadastral value (IBI) and the value of acquisition that appears in the deed of conveyance
<b>Accounts &amp; Deposits</b>	Balance at December 31 <sup>st</sup> 2017 <ul style="list-style-type: none"> <li>▪ Bank accounts &amp; deposits worldwide</li> <li>▪ Bonds/stocks including shares in private companies</li> </ul>
<b>Insurance</b>	Life insurance
<b>Other properties</b>	Jewels, furs, vehicles, boats, art, etc.
<b>Assets</b>	Other assets held
<b>Liabilities</b>	Bank loans and other obligations