**Master file data for new clients (individual person)**

I only collect your personal data for communication purposes with you and to fill in the necessary fields in tax returns. I ask you to provide all information in block letters.

|  |  |  |
| --- | --- | --- |
|  | **Tax payer** | **Husband / wife / Ehegatte/ registered partner**  (if different from the information provided by the taxpayer) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personal data** | Add a copy of identification card or passprt(tax payer + husband/wife) | | | |
| Name |  | |  | |
| First name |  | |  | |
| Titel/ degree |  | |  | |
| Street, number |  | |  | |
| Postal code, city |  | |  | |
| birthday |  | |  | |
| religion |  | |  | |
| Job title |  | |  | |
| Family status | Married since: | Widowed since: | Divorced since: | Singled since: |

|  |  |  |
| --- | --- | --- |
| **Contact details** |  |  |
| Telephone |  |  |
| mobil |  |  |
| fax |  |  |
| E-Mail |  |  |

|  |  |  |
| --- | --- | --- |
| **Bank account:** |  |  |
| Name of the bank |  |  |
| IBAN |  |  |
| BIC |  |  |

|  |  |  |
| --- | --- | --- |
| **Tax office** |  |  |
| Tax number (can be found in the last tax assessment) |  |  |
| tax identification number |  |  |
| Year oft he last submitted tay declaration |  |  |

|  |  |  |
| --- | --- | --- |
| **children** | | |
| child 1 | Name, first name |  |
|  | Anschrift (sofern abweichend) |  |
|  | birthday |  |
|  | tax identification number |  |
| Relationship of child:  Biological child, foster child, adopted child, step child/ grandchild living in the same household | Relationship of child to tax payer |  |
| Relationship of child to marriage partner |  |
| Relationship of child to others |  |
| child 2 | Name, first name |  |
|  | Anschrift (sofern abweichend) |  |
|  | birthday |  |
|  | tax identification number |  |
| Relationship of child:  Biological child, foster child, adopted child, step child/ grandchild living in the same household | Relationship of child to tax payer |  |
| Relationship of child to marriage partner |  |
| Relationship of child to others |  |
| child 3 | Name, first name |  |
|  | Anschrift (sofern abweichend) |  |
|  | birthday |  |
|  | tax identification number |  |
| Relationship of child:  Biological child, foster child, adopted child, step child/ grandchild living in the same household | Relationship of child to tax payer |  |
| Relationship of child to marriage partner |  |
| Relationship of child to others |  |

**The tax return is usually sent by email..**