

# MASTER DATA SHEET

Mandanten-Nummer	Sachbearbeiter
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Dear Madam or Sir

Apart from the documents regarding your sources of income, in order to complete your Tax Return we need some general information. Please bring this filled out form to our next meeting. If you are sending us your information via mail, please do not forget to add this form.

## 1. personal information

financial office (Finanzamt)	tax number	tax identification number	
surname	name	place/date of birth	
nationality		religion	
profession			
full address			
telephone	fax	mobile	e-mail-address
marital status    single            married            partnered            divorced            widowed			since when? Please enter date.
bank details (IBAN, BIC)			

### **spouse/husband**

surname	name	place/date of birth	
nationality		religion	
profession		tax identification number	
full address			

### **first child**

surname	name	place/date of birth	tax identification number
full address			

### **2nd parent of first child (if not spouse/husband)**

surname, name of 2nd parent	place/date of birth	child lives with the mother/father
full address		

### **second child**

surname	name	place/date of birth	tax identification number
full address			

### **2nd parent of second child (if not spouse/husband)**

surname, name of 2nd parent	place/date of birth	child lives with the mother/father
full address		

## 2. tax statements

Please attach a copy of your latest tax statement.