

L'Alfas del Pi, 8 may 2014

Dear client,

We are informing you that this month of May starts the campaign to send in your I.R.P.F. declaration (Income Tax) for the exercise 2013 and that the deadline will be the next 30<sup>th</sup> of June.

We have requested in your name, to the State Tributary Administration Agency (A.E.A.T.), all the fiscal information that they have about you. This information will be send to you by post at your fiscal residence.

We have the opportunity to remind you that we can facilitate, if you want, the study of your I.R.P.F. 2013 declaration, in the shortest possible time.

The documentation that we require for this, is as following:

- Family situation (descendants/ ascendants who are living with you) with a copy of the DNI - NIE of each of them.
  
- Information relating the maternity's deduction:
  - \* Laboral certification from the Social Security.
  - \* Sick leave for maternity.
  - \* Certification of payment from A.E.A.T.
  - \* Work contract.
  - \* Family book.
  
- Fiscal information of the A.E.A.T
- Certification of deductions on your salary (job)
- Providing certification and deductions (pensions and unemployment).
- Certification of deductions on lettings
- Incomes from lettings if it is housing and dates of the tenant.
- The deed (proof) of selling or donations of buildings
- The receipt of the I.B.I. (houses, locals, garages)
- Receipts of the renting of your permanent residence.
- Life, death or invalidity insurances
- Fees of the acquisition of your usual residence/restoration.

CONTINUES →

- Donations to entities without spirit of gain
- Certifications of deductions of financial entities (banking accounts, bonds, obligations, current account, etc...)
- Vehicle subsidy Plan PIVE
- Number of Reference Catastral of the Habitual House You are Living. (IBI-Rates)
- You can consult through the web page [www.catastro.minhac.es](http://www.catastro.minhac.es)
- Any document with Tax implications.

They can access our website [www.gestionyempresa.es](http://www.gestionyempresa.es) where you will find more detailed documentation required for the corresponding statement.

**¡VITALLY IMPORTANT! Make your appointment** as soon as possible to bring your documents, **¡IT WILL BE TO YOUR BENEFIT!.**