

# LCGB-INFO

## Tax return: the LCGB offers help

The LCGB offers a free of charge help for its affiliates in filling out their salary income tax return. If you would like to benefit from this service, please make an appointment with one of our INFO-CENTER consultants by phone (+ 352 / 49 94 24-1). You can also give your staff delegate the completed 1<sup>st</sup> page (personal information), 2<sup>nd</sup> page (children) and the 3<sup>rd</sup> page (civil status) of your tax return along with the below mentioned documents or scan the documents and e-mail them to [infocenter@lcgb.lu](mailto:infocenter@lcgb.lu). As soon as the tax return is completed, the LCGB will send it back to you.

### Required documents:

- General information:** Moving date for current housing
  - Annual income certificate (salary and/or pension)**  
Along with all other household income, even foreign (including the partner's income)
  - Debit interests**  
Mortgage loans (bank certificates of the paid interests during the fiscal year)  
Personal / consumer loans (bank certificates of the paid interests during the fiscal year)
  - Insurance premiums**  
Applicable only to insurances relating to the person: life insurance, disability, death, outstanding balance insurance, health insurance, hospitalization, civil liability for cars or the family, health mutual (even foreign), CMCM, etc. (no insurances for physical damage)  
*Foreign insurance:* no contract needed, invoices for the fiscal year or insurance company certificates  
*Luxembourgish insurance:* insurance company certificates
  - Private pension schemes** (Only for insurance schemes fixed by the article 111 bis L.I.R.)
  - Home building savings** (Account statement for home building savings for the fiscal year)
  - Donations** (Certificates for donations in favour of NGOs. Minimum 120 € for one or more charitable organizations)
  - Extraordinary expenses**  
Expenses related to child care; Expenses related to domestic staff; Expenses related to medications/treatments in case of illness (with a list of the total); Proof of the contribution to the education of a child and/or ex-partner that is not part of the household; Disabled employee (medical certificate stating the degree of disability - %)
- Optional:**
- Partnership declaration** (In case of the 1<sup>st</sup> collective taxation)
  - A copy of last year's tax return or annual adjustment**
  - Rental income:** Lease contract and the last 3 bank statements of the rent received; Deed of purchase of the property / estate; Interest charges; Insurance; Management fees; Invoices for renovations and repairs as well as all other costs relating to the rented property



Tax return  
**Checklist**