



## DATA FOR THE DECLARATION OF INCOME 20 22.

**LAST NAME, NAME:** \_\_\_\_

**IDENTITY DOCUMENT:** (DNI, NIE, please send image of both sides)

**MARITAL STATUS:** Single ( ) Married ( ) Widower ( ) Place of Fact ( )

**IN CASE OF CHANGE OF ADDRESS: Please indicate the new address.** OWN ( ) RENTED ( )

Address: \_\_\_\_

Postal code: \_\_\_\_

Cadastral Ref: \_\_\_\_

If the **Housing is owned:** Mortgage Habitual residence. NO ( ) YES ( )-

Attach Home Insurance + Life Insurance Linked to Mortgage.

Year of mortgage:

If the **house is rented:** Rental contract. DNI/NIE lessor number.

**Registration in the new address? Yes ( ) No ( )**

**Contact phone and email number:**

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**For those new customers, please provide the number of box 505, of the income of the year 20 21.**

..... **Or attach 2021 Income Tax Return.**

## FAMILY SITUATION DATA:

In case married option DNI / NIE of the spouse. \_\_\_\_\_

In case you have descendants and / or ascendants DOCUMENTATION OF CHILDREN, PEOPLE WITH DISABILITIES, OR DEPENDENTS (Family book, Large family certificate, ID, etc.).

In case of SEPARATION OR DIVORCE, (document accrediting custody or maintenance, SORTHE VALID, the final judgment document of the court is not valid verbal agreements, nor private documents, or notarial.)

In case of DE FACTO COUPLES with children. Each 50% of the descendants are declared. **YES ( ) NO ( )** \_\_\_\_ %.

In other cases, if they live with dependent relatives in the same address (certificate of registration of the cohabitants and NIE/DNI and tax data of the person).

INVOICES AND PROOF OF PAYMENT OF ALL MEMBERS OF THE FAMILY UNIT.

- Private doctors' expenses (not pharmaceutical expenses)
- Purchase of school supplies / tuition / purchase of uniforms, school canteen, etc. (nurseries, schools, or institutes)
- Life insurance, pension plan, in case of autónom@s, private medical insurance

Properties (Properties) (that is not habitual residence), Rented NO ( ) **YES ( )** Rental contract and collections.



## **ECONOMIC DATA**

A) Employment YES ( ) **NO ( )**

Been to ERTE NO ( ) **YES ( )** .-

- Certificate issued by SEPE of the amounts received.
- Could it be that you have been overpaid, duplicate payments? **Yes ( ) No ( )**

### GRANTS, SUBSIDIES AND OTHERS

- Amountspaid by the mutual society. - Proof of income during year 2022
- Severance pay. - SEMAC ballot with sentence.
- Extension Flat rate of the self-employed quota. - Proof of income year 2022 of the returns.
- Rental Aid. - proof of income
- Social assistance. - Specify: (which)
- Minimum Vital Income. -
- Purchase of vehicles with government aid (Move Plan or other)
- Tax Agency help to alleviate the harmful effects of the war in Ukraine
- Other:

BANK ACCOUNT NUMBER to be used in case of return or payment of the declaration.

PROPERTIES OR BANK ACCOUNTS OUTSIDE SPANISH TERRITORY. NO ( ) **YES ( ) indicate** and attach documentation.

PURCHASE AND SALE OF REAL ESTATE, SHARES, PARTICIPATIONS OR OTHER ASSETS. NO ( ) **YES ( ) indicate** and attach documentation.

WINNINGS THROUGH ONLINE GAMES, GAMBLING, LOTTERIES, ETC. NO ( ) **YES ( ) indicate** and attach documentation.

PARTICIPATION IN COMMERCIAL COMPANIES, COMMUNITIES OF PROPERTY OR CIVIL SOCIETIES. NO ( ) **YES ( ) indicate** and attach documentation.

## **OTHER DOCUMENTATION OF INTEREST**

Rehabilitation works for energy efficiency improvements in both regular and rented homes. (Energy efficiency certification)

In the event that there are communicative or sanctioning notifications from the Tax Agency.

Any documentation that the client deems appropriate.

**I declare that the data and documents provided for the realization of the Personal Income Tax return are true, I am responsible for the veracity of the documents that accompany this application and I confirm my willingness to sign it.**

### **SIGNATURE OF THE AUTHORIZER**



## **PROTECTION OF PERSONAL DATA**

### **Purpose of data processing**

The advisor may only access and use the Client's personal data and documents, in accordance with the Client's instructions, and will not apply or use them for any purpose other than the provision of the services described. The Client is informed, in accordance with article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council, of April 27, 2016, hereinafter RGPD that the data and documents provided by the same, necessary and essential to process the contracted services, are incorporated into files owned by the advisor, in order to manage the services described, as well as for the billing of the advisor. All this based on the assignment you have entrusted to us.

### **Processing of special categories of personal data**

In the event that the Client provides data of special protection in accordance with article 9 of the RGPD, such as data on health, ideology, trade union membership, religion, beliefs, racial origin, health or sex life, as well as data derived from acts of gender violence, he is informed and expressly consents to the Advisor collecting and processing such data for the performance of the entrusted procedures, incorporating them into files of their ownership. The advisor will apply to the same security measures in accordance with current regulations. The Customer may revoke his consent to the processing of this data at any time.

### **Data of third parties**

The fact of providing us with your personal data implies that the Client acknowledges that they are true, accurate, updated, as well as their own. In the event that the Client provides personal data of third parties, declares to have the prior and express consent of the same to communicate them to us and guarantees to have informed them about the content of the data provided, the existence and purpose of the file where their data is contained, the possibility of exercising the rights of access, rectification, cancellation and opposition, as well as the terms established in this data protection document.

### **Communication of data**

The advisor will communicate the data and documents necessary for the realization of the provision of the agreed services to the competent public administrations, in the event that the client so requests, to the Public Treasury, as well as to other official bodies both local, regional, and state necessary to carry out the processing of the services described, if applicable. The advisor will not subcontract with a third party the performance of any treatment entrusted to him by the Client, unless he has obtained from the latter express authorization to do so.

### **Confidentiality and duty of secrecy**

The advisor undertakes to comply with the duty of secrecy with respect to personal data, which, in accordance with the provisions of article 5 paragraph f) of the RGPD, will subsist even after the end of the service relationship, as well as, where appropriate, after the termination for any reason of this service. The advisor expressly assumes the obligation to implement the security measures in accordance with the provisions of article 32 of the GDPR security measures.

### **Return of the data communicated**

The advisor will return to the Client the data that has been communicated, as well as any document or support in which any of the personal data object of the treatment appears. However, the return of such data will not proceed when there is a legal provision that requires its conservation, in which case the advisor must proceed to file them, guaranteeing their conservation until their prescription.

### **Information on Article 13 General Data Protection Regulation**

In the event of any incident regarding your personal data, you can exercise your rights of access, rectification, opposition and other legally established rights at any time, by writing, accompanied by a copy of an official document that identifies you addressed to Ángel Luis Suárez Montesinos – C / Noelia Afonso Cabrera no. 7 Edif Despachos Profesionales 2-12 Zentral Center 38650 – Arona – S/C of Tenerife. Email: direccion@asesoriasempresas.es. In the case of not having obtained satisfaction in the exercise of your rights, you can file a claim with the Control Authority. You can contact the Spanish Agency for Data Protection through the website [www.agpd.es](http://www.agpd.es). More information on the exercise of rights and data protection on our Website [www.asesoriasempresas.com](http://www.asesoriasempresas.com)

In Arona, a \_\_\_\_\_ of \_\_\_\_

### **CUSTOMER COMPLIANCE SIGNATURE**



**AUTHORIZATION FOR THE PRESENTATION BY TELEMATIC MEANS OF THE DECLARATIONS**

**GRANTS ITS REPRESENTATION SO THAT THE TAX ADVISOR**, BY VIRTUE OF THE COLLABORATION AGREEMENT SIGNED WITH THE State Agency of the Tax Administration, to present by telematic means the tax return corresponding to the Personal Income Tax exercise 20 22.

This authorization is limited to the aforementioned presentation by telematic means without conferring on the presenter the status of representative to intervene in other acts to receive all types of communications from the Tax Administration on behalf of the taxpayer or interested party, even if these were a consequence of the document presented.

Likewise, the grantor(s) authorizes their personal data to be processed in an automated manner for the exclusive purposes of filing **the declaration by telematic means**.

**ACCEPTANCE OF REPRESENTATION**

By signing this letter, the representative accepts the representation conferred and responds to the authenticity of the signature of the grantor(s). This representation will only be accredited before the Tax Administration when it urges the representative.

**APPLICABLE RULES/**

General Tax Law (Law 58/2003) Voluntary representation Article 46

Law on Protection of Personal Data (Organic Law 15/1999) Right to information in data collection. Article 5.

Royal decree 1065/2007, of 27 July by which approves the General Regulation of the performances and the procedures of management and inspection tributaria and of development of the common norms of the procedures of application of the tributes. Article 79

**In .....a .....de.....de 2022**

**SIGNATURE**