



Barcelona, 28 March 2017

Dear client,

The period for filing personal income tax and wealth tax returns for 2016 commences on 5 April.

Both these returns must be filed by 30 June unless payment is made by direct bank debit, in which case the deadline is 26 June.

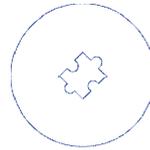
For personal income tax returns resulting in tax payable, as is usually the case, payment can be made by means of a single payment or in two instalments, without any interest or surcharges. In the latter case, the first payment consists of 60% of the amount payable when the return is filed and the remaining 40% is deferred until 6 November.

Payment can be made by direct debit or by requesting the NRC from the bank concerned (this is a code generated by the collaborating institution that manages collection of the tax and identifies the tax paid).

Novelties for 2016

With respect to FY 2016, the following novelties should be highlighted:

- The Padre IT program for preparing returns has been replaced by an on-line form.
- Reduction of 0.5% for each band of the table for tax on savings.
- Possibility of offsetting, within the savings base, investment income against capital gains or losses on transfers of assets (subject to a limit of 15% for 2016).
- For disabled taxpayers, with respect to earned income paid in kind, the limit on exempt income is raised from €500 to €1,500 in the case of premiums paid to insurance companies for health insurance.



- The deduction for donations to entities qualifying under Law 49/2002 will be 75% for the first €150 of the donation and between 30% and 35% for the remainder, depending on the degree of recurrence of the donation.
- The limit for applying the flat-rate scheme for income from business activities has been reduced to €250,000.

It is important to bear in mind that if you receive a draft of your tax return, or the return for any of your children, parents or spouse, you should consult us before confirming the return, due to incompatibilities between the filing of returns and the right to the application of minimum limits for families in the same return or the possibility of filing a joint return for the family unit.

As is the case every year, we would be happy to help you to prepare your tax return if you so wish. We would be obliged if you could contact Ms. Mireia Horts to arrange a date and the most convenient way of sending us the documentation needed to prepare your returns and, if necessary, have a meeting with you.

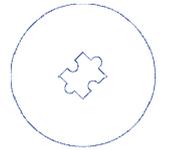
We would be very grateful if you could send us this information by 20 May 2017, to avoid the time issues that usually arise as the filing deadline approaches.

Yours sincerely,

AUDICONSULTORES

The sole aim of this Circular Letter is to provide its recipients with a selection of general information items about novelties or issues of a labour, tax or legal nature, without this constituting professional **advice** of any kind or being sufficient for the making of personal or business decisions.

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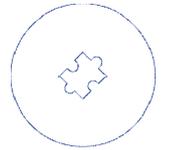
Documentation required to prepare the personal income tax return

In order to prepare your personal income tax return, we would be obliged if you could provide us with the following information about your personal situation:

- **Family situation:** marital status, descendants, ascendants, spouse or domestic partner forming part of the taxpayer's household. Legal marital arrangements, if married. Type and degree of disability, if applicable, of any of the above members of the taxpayer's household. Any supplementary pensions and alimony paid.

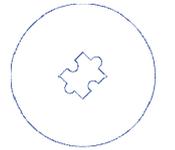
This information is essential for determining the minimum personal and family limits applicable in each case and which will determine the part of your tax base which is not subject to the tax.

- **Documents presented** within the requisite deadlines for obtaining the relevant refund, relating to the above members of the taxpayer's household who are not required to file a return.
- **Earned income certificate**, for payments in cash or in kind. Amounts paid to the Social Security authorities under the special scheme for self-employed workers (RETA). Fees paid to trade unions or professional associations (in the event of mandatory membership).
- **Bank certificates** and formalities concerning the obtention of investment income.
- **Certificates of dividends and withholdings** derived from shareholdings. Corporate operations carried out by the investee companies during the financial year: capital reductions and/or increases, dissolution, non-monetary contributions, share premium payments.
- **Details of real estate owned by the taxpayer** and its situation with regard to use or rent. Income and expense for 2016 relating to each property.
- **Property register reference number, rateable values for 2016 and acquisition cost of each property.**



- **Variations in assets during the year.** Purchase and sale of real estate, shares or other equity interests, and other assets. Public deeds, as appropriate, and documentation of the relevant expenses. In the event of transfers, title deeds and original supporting documentation for expenses.
- **Income from business activities carried out by the taxpayer on a personal basis.** Certificate of withholdings, if applicable. Changes in value of assets used in the business activity.
- **Contributions to mutual societies and pension plans.** Certificate of contributions to personal pension plans and that of the spouse if legally permitted.
- **Any supplementary pensions and alimony** paid or received.
- **Information concerning the habitual dwelling.** Amounts invested during the year in acquisition or refurbishment (capital and interest). In the event of the acquisition of a new habitual dwelling, as well as the purchase deed and related expenses, information should be provided for the previous dwelling, whether or not it has been sold, in addition to any deductions made thereon.
- In the case of **rented accommodation**, date of the rental contract, amounts paid during the year and property register reference number.
- Documentary evidence for any **contributions made to fiscally protected entities, foundations or associations.**

We remind you that, on the basis of the information we have available in relation to your tax return for last year, with your permission, **we will ask the Tax Administration for your tax data** and, if necessary, **your draft income tax return**. If these documents have already been received it would be useful, in order to verify the accuracy of the information available to the Tax Administration, if you could send the summary of tax data and draft return to us with the rest of the documentation, or if not, the reference numbers for them that you will receive from the Administration.



Documentation required to prepare the wealth tax return

In order to prepare your wealth tax return, please send us the following information:

- **List of real estate properties owned by the taxpayer** and their situation with regard to use or rent. Property register reference number, rateable values for 2016 and acquisition cost of each property.
- **List of and, if necessary, certificates for the companies in which the taxpayer holds an investment**, specifying the nominal value, equity value and/or capitalisation value at 31 December 2016.
- **Bank certificates** and agents' certificates in relation to the ownership of current accounts, savings accounts, investment funds and any other financial investment held by the taxpayer at 31 December 2016.
- **List of debts, mortgages and other credit positions at 31 December 2016.**
- **Other goods and rights** owned by the taxpayer and their valuation at 31 December 2016.
- **If appropriate, the latest wealth tax return filed** and information on any variations that have arisen.