

# Tax Refund Application Supporting Documents Checklist

## PERSONAL DETAILS

- Valid government-issued photo identification (passport, ID card, driver's license)
- Tax identification number (TIN) or Social Security Number (if applicable)
- Proof of address (recent utility bill, bank statement, or tenancy agreement)

## INCOME AND TAX DOCUMENTATION

- Original tax certificates or withholding tax slips (Form 16, W-2, etc.)
- Income statements and payslips for the relevant tax year(s)
- Bank statements reflecting income deposits
- Proof of any other income (dividends, interest, rental, etc.)

## CLAIM-RELATED DOCUMENTS

- Completed Tax Refund Application Form
- Receipts or invoices for deductible expenses
- Certificates for any special allowances or exemptions claimed
- Supporting documents for dependents (birth certificates, education records, etc.)

## PAYMENT DETAILS

- Bank account details (copy of bank statement or voided check)
- Authorization letter if refund is to be credited to a third party account

## OTHER REQUIRED DOCUMENTS

- Previous tax return copies (if available and required)
- Correspondence with taxation authorities regarding this claim (if any)
- Any additional documents as requested by the relevant tax authority

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## IMPORTANT NOTES

- Ensure all documents are clear and legible; provide certified translations if not in the official language.
- Incomplete or inaccurate applications may result in processing delays or rejection.
- Always check with your local tax authority for additional or country-specific requirements.
- Retain copies of all submitted documents for your personal records.