



## DE COTTA MCKENNA & SANTAFÉ English Lawyers and Spanish Abogados

### **Spanish resident tax return information.**

If you are Spanish resident with a residency card, NIE or a residency certificate you will need to present a residents tax return before 30<sup>th</sup> June each year.

The return will need to be presented the year following you becoming a resident in Spain.

At De Cotta McKenna y Santafé our resident tax return campaign starts from 1<sup>st</sup> May and ends on 30<sup>th</sup> June each year. If you would like us to assist you with the calculation and submission of your tax return, please print the tax return information form, collate all of the appropriate documents set out in that form and then please call any of our offices to book an appointment with our recommended accountant.

If you bring all of your documents to the appointment with the accountant, it will be our aim for you to have your tax calculated during the appointment and any of your queries or concerns dealt with and at the end of the appointment we would aim for you to leave with the tax return and depending on whether or not you are due any tax or you have to pay any tax, the tax return should be signed by you and presented to your bank. If there is no tax to be paid, then either you or we can submit the tax return to Hacienda on your behalf.

Summary of steps to be taken if you wish De Cotta McKenna y Santafé to act for you and represent you in your tax affairs.

1. Print DMS document request form.
2. Call any of our offices and book an appointment with our accountant.
3. Attend appointment with accountant and bring all of your relevant documents.
4. Leave the appointment with your tax return forms to be presented to either Hacienda or your bank.

N.B not all of the documents that are listed in the document request form will apply to you, if for example you have not purchased or sold any property in the previous year. If you have any queries relating to your resident tax returns, please send us an email us to [enquiries@decottalaw.net](mailto:enquiries@decottalaw.net)