



*The compilation of the DSU is a free service.*

*All documentation must compulsorily be shown in paper format.*

*We do not accept documents sent by e-mail or memory devices (ex.: USB stick)*

*During the appointment, further assessments may be made  
and it can be requested additional documentation to that present in the list.*

## Documents for ISEE 2023

### Personal data

- IDENTITY DOCUMENT OF THE DECLARANT
- TAX CODE OF ALL interested parties (declarant, spouse, children, other cohabiting persons and any fiscally dependent non-cohabiting children)
- Certification demonstrating the severity of the DISABILITY (if higher than 66%): INPS report, ASL or other organisations authorized to recognize disability
- For those who reside in a rented house: it is required the RENTAL CONTRACT on the date of presentation of the DSU and REGISTRATION OF THE CONTRACT
- For those who reside in a social house (ACER, Risanamento, etc.): certification of the 2023 annual rent or the latest invoice issued by the Authority

### Income situation

#### **730 or UNICO 2022 relating to income for 2021**

*(moreover, ONLY for those who have taxpayer number IVA or is a shareholder of a company, it is necessary to ask the accountant for the value of the NET ASSETS at 31/12/2021)*

#### **All CU (UNIQUE CERTIFICATION) 2022 income 2021**

**All other certifications** demonstrating income or remuneration received in 2021 including:

- those exempt from tax (e.g. scholarships, remunerations from amateur sport activities.etc)
- those subject to withholding tax or substitute tax (eg: socially useful work, services provided by persons in charge of home sales, etc.)
- those relating to welfare, not subject to Irpef, paid by public administrations (e.g. rent contribution, subsidies, large families contribution, etc.)

#### **Foreign income**

Amount of MAINTENANCE ALLOWANCES paid and / or received in 2021, FOR THE LEGALLY and effectively separated or divorced SPOUSE AND FOR THE CHILDREN

For PUBLIC EMPLOYEES only: the amount of ALLOWANCES FOR FAMILIES received in 2021 (deductible from the paychecks)

For agricultural entrepreneurs: IRAP declaration

#### **Acli Service della via Emilia srl**

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### Vehicles

Licence plate of cars, motorcycles (if they have a cylinder capacity greater than 500 cc) or ships / boats.

### Real estate assets as of 31/12/2021

- For properties located in Italy: cadastral data
- For properties located abroad: documentation certifying value for IVIE purposes or the market value
- RESIDUAL MORTGAGE at 31/12/2021 for the purchase of real estate

### Movable assets

*Everything that has been owned / registered, even for just one day in 2021 , must be indicated, by delivering the document issued by banks / post office / insurance / other*

- BANK ACCOUNT, CREDIT CARD, SAVINGS BOOK, SOCIAL LOAN : certificate indicating the ACCOUNT NUMBER (or IBAN), the BALANCE AS OF 31/12/2021 and the AVERAGE STOCK 2021.
- LIFE AND CAPITALIZATION INSURANCE :certificate indicating the NUMBER OF THE POLICY and the TOTAL OF PREMIUMS PAID from the stipulation date until 31/12/2021 (only if redeemable on that date).
- ASSETS ENTRUSTED UNDER MANAGEMENT, in this case the document is issued by the asset manager, which certifies the REFERENCE NUMBER of the dossier and the VALUE as at 31/12/2021, and others.

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## ISEE FOR OTHER SERVICES

<b>ISEE for</b>	
<b><u>UNIVERSITY BENEFITS</u></b>	<p>For the "Autonomous" student who wants to access benefits for the right to university study.</p> <p>To be considered autonomous, you must, for at least two consecutive years, have :</p> <ul style="list-style-type: none"> <li>- the residence apart from the family of origin and in a building not owned by the same family</li> <li>- income equal to or higher than 9.000 euros.</li> </ul> <p>The non-autonomous student must also provide the income data of the parents, including non-cohabiting parents.</p>
<b><u>ISEE FOR FAMILIES WITH THE DISABLED PERSONS</u></b>	<p>This ISEE allows access to social and health services such as home assistance for people with disabilities and / or incapacitated people, hotel hospitality in residential and semi-residential facilities for people who cannot be assisted at home.</p>
<b><u>ISEE FOR SOCIAL AND HEALTH SERVICES IN RESIDENCES</u></b>	<p>In this ISEE, the economic condition of the beneficiary's children, not included in the family unit, is also considered, integrating the indicator with an additional component for each child.</p> <p>To process the calculation, the following data must also be provided:</p> <ul style="list-style-type: none"> <li>- DSU and ISEE of non-cohabiting children</li> <li>- Date of admission to the institution</li> <li>- Donation of any real estate made in the previous 3 years</li> </ul>

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<p align="center"><b><u>ISEE FOR MINORS WITH PARENTS NOT MARRIED AND NOT COHABITATING</u></b></p>	<p>For services relating to minors whose parents are not married to each other and are not cohabiting, it is also necessary to take into consideration the economic situation of the parent who is not resident with the minor. It can be presented a copy of the DSU and the ISEE certificate already filled in by them independently .</p>
<p align="center"><b><u>CURRENT ISEE</u></b></p>	<p>The current ISEE consists of an updated ISEE with the income and benefits received in the last 12 months from the date of compilation. It is valid for 6 months from the date of presentation.</p> <p>The file can be completed only in case of job loss or reduction of the work hours resulting in a decrease in the income of at least 25% compared to the ordinary ISEE.</p> <p>Documents required:</p> <ul style="list-style-type: none"> <li>▪ Document certifying the modification of working situation (letter of dismissal, closing of taxpayer number IVA , etc ...)</li> <li>▪ Documentation relating to income and benefits received in the last 12 months (2 months, in the case of termination of a permanent work contract).</li> </ul> <p>It should be noted that, in addition to the amounts that can be deduced from the paychecks, are also taken into consideration baby bonuses, social cards, citizenship income, rent contribution, etc.</p>

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