

CHECKLISTE TAX DECLARATION



PERSONAL DATA:

NAME/FIRST NAME:

PHONE NUMBER:

E-MAIL ADDRESS:

BASICS

- Invitation to submit a tax return (form of the state tax administration)
- Copy of last tax return (only for new customers) including bank account statements
- Copy of the last definitive assessment decision

FAMILY INFORMATION

- Civil status per 31.12. of the current tax year (state date in case of changes)
- Children: surname, first name, dates of birth, education, place and completion of education (school certificates from upper secondary level on), employment (enclose wage statement)
- External day care costs (day nursery, lunch table, etc.)
- Support of additional persons in your household

INCOME

- Paychecks for full and part time employment (of both spouses), attendance fees, fees, etc.
- Certificates of child allowances
- Certificates of pensions, annuities, daily allowances in the event of accident/sickness and compensation for loss of income
- Receipts for unexpected income gain (lottery winnings etc.)
- In case of self-employment: annual financial statement / compilation of income / expenditure

ALIMENTS

- Statement of the child support (alimony) paid/received and benefits the divorced spouse

DOMESTIC AND FOREIGN ASSETS AND CREDIT BALANCES

- Interest and balance statement of all bank and postal accounts (incl. new openings/balances) per 31.12.
- Assets: tax/custody account statements from banks and/or other share registers per 31.12.
- Asset management costs (custody fees etc.)

REAL ESTATE IN SWITZERLAND AND ABROAD

- Statement of rental income (rent index)
- Receipts/summary for maintenance/renovations and/or condominium ownership statements
- Building lease interest
- Information on properties in Switzerland and abroad (exact address, type and size of property, year of construction, rental income, imputed rental value), copy of the official property value incl. abroad
- Purchase/sale date of the property

PROFESSIONAL EXPENSES

- Travel costs to the workplace and meals
- Weekly residence: copy of rental contract and subscription costs or for public transportation
- Continuing education and retraining costs (semester, course fees, literature, travel expenses, etc.)

DEBT REGISTER FROM IN - AND ABROAD

- Debt certificates and interest certificates mortgages, loans, etc. per 31.12.
- Credit card statement per 31.12.

PENSION FUND / TIED PENSION PROVISION (3A) / CAPITAL BENEFITS

- Certificate of payments to the AHV for self-employed persons
- Certificate of voluntary purchase amounts to the occupational pension scheme (pillar 2)
- Certification of amounts to recognised forms of tied pension provision (pillar 3a)
- Proof of capital payment from pension funds and/or pillar 3a
- Document for pensions paid out under pillar 2 (BVG incl. disability pension)
- Certificate of advance withdrawals WEF (promotion of home ownership)

LIFE INSURANCE

- Tax values/ surrender values of life insurance policies
- Premium invoices

MEDICAL EXPENSES

- Premiums for health and accident insurance (insurance company and type of insurance)
- Receipts for the self-paid illness, accident and invalidity costs, further receipts for dentist, medical costs etc.

DONATIONS, PARTY CONTRIBUTIONS & CHARITABLE INSTITUTIONS

- Proof of voluntary contributions, non-profit institutions and payments to political parties

ASSETS

- Vehicle: brand, year of purchase and price
- Larger holdings of cash, gold and other precious metals, etc.

DONATIONS / INHERITANCES

- Information on gifts / inheritances (name, address, degree of relationship, date, amount)

