

Checklist Documents Tax Return

We need the following documents and/or information so that we can prepare your tax return correctly and completely:

General Information

- All official tax forms received
- Copy of your last filed tax return (if we did not file it)
- Latest definite tax assessment
- (Changes of) marital status and denomination (religion)
- Does your spouse work in your own company?
- Information about change of domicile
- Do other adults live with you in your household?
- Do underage children or other needy person live with you?
- Information about children, for who you claim deductions (first name, birthdate, education resp. school, childcare cost, external resp. additional education cost, their income such as earnings, grants or pensions)

Income

- Salary certificate of all paid occupations incl. remuneration in kind
- Balance sheets and P&L in case of self-employment
- Statement of board members fee as well as meeting and attendance fees
- List of all received child support and alimony
- Statement of all received pensions (AHV, IV, BVG, UVG and others)
- Statement of all received remunerations for loss of income (military service)
- Statement of daily allowances (sickness and/or accidents)
- Statements of daily allowances due to unemployment
- Other income (welfare, grants etc.)

Securities / Investments

- Interest statements of all accounts and loans as well as statements of all securities income and confirmation of all balances / assets as per 31.12.
- Statement / portfolio list of all securities as per 31.12. *
- Vouchers of securities transactions during the year (in case that no Swiss tax register of the bank is available)
- Vouchers of all bank, custody and safe fees

* We recommend you, especially in case of substantial portfolios, to request a Swiss tax register of your bank.

Properties

- Value (in case of any changes)
- Imputed rental value of own used properties (in case of any changes)
- Statement of rental income
- Ground rent
- Vouchers of maintenance / running cost (incl. account of condominium owners' association)
- Details of any property transfers (contract, bank transactions, list of all costs, land registration, date of moving)

Debts and Debt Interests

- Vouchers for all paid debt interests and statements of all debts as per 31.12. (mortgages, credits and loans)
- Unpaid invoices as per 31.12.

Production and Professional Expenses

- Commuting costs (season ticket of public transport or if you commute by your own car, we need the kilometres driven each day as well as justification for the use of it)
- External weekly residency (rent and commuting costs)
- Professional training expenses and literature (if you personally paid it)
- Contributions to professional associations
- Rental cost for workroom at home
- Other expenses

Insurances

- Statements of payments to 3rd A pillar („Säule 3a“)
- Statements of surrender values of life insurances as per 31.12.
- Statements of purchases of pension benefits (BVG)
- Health insurance premiums (whole family)
- Payments from pension (2nd or 3rd A pillar)
- Other capital contributions / payments

Medical Costs

- Invoices of all medical costs if they exceed 5 % of your net taxable income (doctors, dentists, glasses, drugs or anything alike)
- Statements of nursing home

Others

- Information of undistributed inheritances
- Information of joint heirs and co-ownership
- Paid gifts and/or inheritance advances
- Received gifts or inheritance advances
- Statements of participations of professional or construction partnerships
- Cars / vehicles (brand, purchase price and purchase year)
- Other assets (worldwide)
- Paid child support and alimony
- Payments to need, disabled persons in Switzerland
- List of all paid donations
- Payments to political parties
- Statements of lottery prizes including cost of tickets