

Tax return checklist

Individuals (natural persons)

General

- ☐ All relevant forms of the current tax return
- ☐ Copy of the last filed tax return (if not prepared by us)
- ☐ Copy of the last tax assessment
- ☐ Data for intra-year tax liability within the calendar year

Income (worldwide)

- ☐ All salary statements, including part-time work, for both spouses
- ☐ Signed financial statements (only for self-employed persons)
- ☐ Information or proof regarding alternate income (AHV, pension funds, daily allowance, SUVA, health ins., etc.)
- ☐ Information regarding alimony received or paid (payment receipt, copy of judgment)
- ☐ Other income (lump-sum payments for recurring services, qualified participation interests, etc.)
- ☐ Rights of occupancy and usufructs
- ☐ Compilation of income from undistributed inheritance
- ☐ Additional income

Professional expenses (worldwide)

- ☐ List of costs for continued training, with receipts
- ☐ Travel expenses to place of work (train, bus, car, etc.) with kilometers
- ☐ Meals outside the home (restaurant, canteen, travel home for lunch, etc.)
- ☐ Home office (section of the apartment), shift work, technical literature
- ☐ Working week residence
- ☐ Information regarding percentage of employment (if not 100%)

General deductions (worldwide)

- ☐ Information regarding children (name, first name, date of birth, school, length of training, maintenance payments for divorced persons, residing within/outside the household)
- ☐ Information regarding support contributions to related parties
- ☐ Information regarding self-paid medical and accident costs
- ☐ List of donations and contributions to political parties
- ☐ Confirmation of contributions made to second pillar or pillar 3a
- ☐ Asset management costs
- ☐ Confirmation of additional contributions made into pension fund
- ☐ Confirmation of paid care services
- ☐ Other deductions

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Real estate (worldwide)

- ☐ Copy of the latest community appraisal (for single-family dwelling and condominium)
- ☐ Information regarding rental income from rental properties
- ☐ Information regarding maintenance, operating and administrative costs (including proof over CHF 1,000)
- ☐ Condominium association expenses, including information regarding share of renovation funds
- ☐ Appropriate information regarding secondary tax domiciles (domestic and foreign)

Marketable securities (worldwide)

- ☐ All postal and bank statements as of 31.12, incl. interest income
- ☐ Excerpts from closed accounts as of the balance date with interest information
- ☐ Tax statements for custodial accounts as of 31.12.
- ☐ Accounts for the purchase and sale of securities other than custodial accounts
- ☐ Information regarding employee stock options, stock and participation certificates received

Debts (worldwide)

- ☐ Excerpts as of 31.12, incl. interest, of all mortgage, loan and credit accounts
- ☐ Information regarding private loans as of 31.12, including interest paid
- ☐ Other debts (taxes, etc.)

Insurances (worldwide)

- ☐ Surrender value certificates of life and pension insurance
- ☐ Information regarding life insurance (year of acquisition / expiration, sum insured, premiums, etc.)

Additional Assets (worldwide)

- ☐ Other assets (paintings, cars, gold, cash, etc.)
- ☐ Information regarding payments made to or from others (e.g. private loans)
- ☐ Shares of undistributed inheritance, business and cooperation shares
- ☐ Other assets

Lump-sum payments (worldwide)

- ☐ Proof of lump-sum payments received (in connection with individual pension scheme, pillar 3a, etc.)
- ☐ Information regarding received and paid donations, inheritance advances and inheritance

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