

## 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

#### 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