

Checklist Tax Return: Individuals

Personal details (incl. partner and children)

- First name, last name
- Date of birth
- Civil status
- Address
- Telephone number
- Email address
- For children: custody (joint, sole, custody of the partner)

Income

- salary statements (main and secondary employment including workload)
- Accounting for self-employment (income-expense statement, receipts, vouchers, contracts)
- Confirmation of pension benefits (AHV/ IV/ BVG/ 3a/ 3b/SUVA/pension funds)
- Settlement of insurance benefits (ALV/child allowance/ maternity compensation/ daily allowance)
- Settlements Insurance benefits
 - Daily allowances
 - Unemployment insurance
 - Child & family allowances
 - Loss of earnings & maternity compensation
 - Maintenance contributions (list if received)
- Other
 - Capital settlements
 - Inheritances (including advance withdrawals)
 - Donations
 - Other income

Expenses

- Pension contributions (BVG, pillar 3a & 3b)
- Insurance premiums (health insurance, IPV if applicable)
- Illness and accident costs, dentist (deductible)
- Health & accident insurance premiums (all persons)
- Premiums for private life and Annuity insurance policies incl. surrender values
- Paid AHV contributions for non-employed persons and self-employed persons
- Donations

- Childcare costs (list & receipts)
- Other (administrative costs of assets etc.)

Assets

- Cash (bank statement + interest statement as of 31.12.)
- Precious metals (account statement + interest statement as at 31.12.)
- Securities (list of custody accounts and, if applicable, the bank's tax register, purchase and sale statements)
- Vehicles (make & model, purchase price, year)
- Loans to private persons/ companies
- Bank & savings accounts
- Participations
- Pension benefits into pillar 3b (tax certificate)
- Winnings from lottery
- Share of undistributed inheritances
- Other assets (collections, antiques, etc.)
- Lump-sum benefits (insurance policies, pension funds)
- Inheritances & gifts

Debts

- Bank loan (statement of account + interest as at 31.12.)
- Credit card (account statement + interest statement as per 31.12.)
- Personal loan (contract copy)
- Mortgage (account statement + interest statement as at 31.12.)

Real estate

- Certificate of imputed rental value & tax value
- Statement of rental income (incl. rent index)
- Receipts for maintenance, renovation & refurbishment
- Other supporting documents

Profession

- Place of work (full address, number of days in the field, home office and office)
- Means of transport (public transport, private vehicle, bicycle etc.)
- Statement of costs

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- o Catering costs (incl. number of days)
- o Occupational expenses
- o Further training expenditure (courses, literature etc.)

Alimony

- O List of maintenance contributions (if paid or received)
- Additional documents
- o Copy of the last tax return (for new customers)
 - o Original tax return forms and Assessment notification (only if not processed online via customer portal)
 - o Signed registration form (only if processing not online via customer portal)

Please note that all income and assets must be declared. This also applies to income and assets abroad. This list is not exhaustive. Depending on your individual situation, further evidence can be necessary or the points mentioned above for your situation does not apply. We would be pleased to advise you in a personal conversation.