

CHECKLIST TAX RETURN

Personal data

Last name _____
Address _____
Phone _____
Email _____
Civil status _____

	Husband / Single person	Wife
First name	_____	_____
Date of birth	_____	_____
Denomination	_____	_____
Profession	_____	_____
Employer	_____	_____
Place of work	_____	_____
Social security no.	_____	_____

Minor children or children in basic education that you pay for

First and last name	Date of birth	School or apprenticeship	Expected date of graduation
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

General

- All original tax forms 2019
- Copy of the last tax return filed (with all extra documents)
- Copies of final tax assessments 2018 and 2017

Income from employment

- All annual salary statements for both spouses for main occupation, part-time jobs, subsidiary income
- Received daily allowances, attendance fees, director's fees, wages in kind, tips or others
- For self-employed person: Summary of income and expenses as well as assets

Compensatory income

- Confirmations of received annuities / pensions (AHV, IV, pension fund etc.),
- Confirmations of social security and insurance benefits received (unemployment, illness and accident insurances), children's and family allowances, maternity compensations
- Alimonies received (proof of payment, divorce conventions)

Other income

- Lump sum settlements / payments (pension fund, insurances), vouchers of payments with description of reason for payment (withdrawal for acquisition of real estate, severance payments, for residual disadvantages)
- Benefits received from employer not disclosed on annual salary statement (rent for apartment etc.)
- Income from undistributed inheritances, share in companies and corporations (detailed compilation)
- Further income

Occupational expenses

- Transportation expenses from home to place of work (train, bus, bicycle, car etc.)
- Additional costs for lunch out (restaurant, canteen)
- Vouchers of other occupational expenses, costs for further training and professional retraining

Other deductions

- Vouchers regarding charitable donations / membership fees and contribution to political parties
- Vouchers for payments towards financially supported people
- Vouchers for alimonies paid to separated or divorced spouse or minor children
- Vouchers for medical expenses including medication (certificate of health insurance per tax year) and dentist invoices, if not reimbursed by health insurance and if exceeding 5% of the taxable income
- Information about premiums paid to health care insurances
- Vouchers regarding the payments for external childcare

Assets

- Motor vehicles (purchase price and year of purchase)
- Other assets (cash, gold, other precious metals)
- Share in undistributed inheritances share in companies and corporations (summary)
- Received or awarded donations, inheritance advances, inheritances (tax inventory)

Securities and credit balances

- Statements of interest received and balances as of 31.12.2019 for bank and postal accounts (incl. accounts and deposits settled in 2019) including fortune of minor children
- Securities account statement as of 31.12.2019
- Vouchers regarding repayments, acquisitions and sales 2019 of securities
- Vouchers of dividend and interest income and income from dividends from shares / bonds, respectively tax statement of bank
- Significant share in corporations, association of individuals
- Information regarding employee options and shares (if not included in the salary statement)
- Overview of asset management costs (costs for management of personal property)

Owners of real estate

- Copy of current tax assessment of real estate (assessment 2009)
- List of rental income received (overview of lessees)
- Invoices / vouchers of expenses for maintenance, renovations, operating and administration
- Annual statement of accounts for owners of apartments / condominium incl. payments to renovation fund

Debts

- Debts (mortgages, credits, loans) as of 31.12.2019, interest paid on debts in 2019

Insurances

- Confirmation of 3rd pillar contributions made in 2019
- Confirmation of additional payments into 2nd pillar account made
- Confirmation of contributions to AHV / IV (non-employment)
- Confirmations of repurchase values of life and pension insurances

Notes / further information



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