

Checklist

For preparation of the tax declaration

This checklist makes it easier with the preparation of all the needed documents for your tax declaration (for individual person and self-employed).

Tax form

- the complete tax form received from the canton
- copy of the last tax declaration including the attachements und the tax assessment (for new client)

Income

- salary statements from all employers (also from secondary employment, attendance fees, Board of Directors fees etc.)
- pension income (from AHV, IV, pension fund)
- daily allowance from accident, health or unemployment insurance
- document about alimony payment from separate/divorced spouse
- other incomes (list, documents)
- Annual financial statement (if self-employed)
- other monetary compensation: proof

Assets

- latest official estimate (property)
- statement of assets (Bank and Post)
- deposit statement and tax display (safekeeping account)
- participation on undistributed inheritances
- private car (car brand, year of purchase, purchase price)
- all other assets

Investment Income

- Bank statements for tax for all bank accounts regarding balance and interest per 31.12. (also bank accounts closed or opened during the tax period must be declared)
- Bank statements for tax for securities and dividends per 31.12. (tax display! – the deposit statement is not enough)
- list of all loans receivable per end of year and the received interest
- income out of lottery winnings
- settlement of participations, inheritances (also undistributed inheritances), donations

Real Assets

- latest official estimate of the property
- income for renting, mortgage balance per 31.12.
- maintenance costs (if effective costs: all invoices, building insurance premium as well)
- building right interest
- paid interest and mortgage balance per 31.12.
- certificate of commonhold ownership

Liabilities

- balance confirmation from the bank / credit card institute
- amortization / debt repayment
- private debts (creditor, balance per 31.12., interest paid)
- outstanding tax invoices (municipality/church/canton/direct federal tax)

Work-related Expenses

- season ticket for public transport
- traveling expenses to the workplace (from where to where, time period)
- rental contract in case of external stay
- training costs (incl. travel costs, meals/overnight stay)

Further Deductions

- account payment or statement for pillar 3a (private pension)
- purchase/additional payment pension fund
- Police and premium subsidy of health insurance and accident insurance
- received premium reduction from canton
- premium for life insurance (insurance company, conclusion and expiry year, annual premium paid, insured sum, balance of the repurchase value)
- private asset management costs
(3 ‰ of the securities and dividends or the effective costs)
- subscription Sport bets, lottery (up to the realized profit)
- health, accident, invalidity and care costs
(also dental costs, glasses, franchises of health insurance)
- voluntary donations (general Fr. 100.- or effective costs)
- alimony payments to separate/divorced spouse
- invoices for childcare through third person
- copy of rental contract

