

# Checklist for the tax return of natural persons

## For new customers only

- Copy of last year's tax return
- Final invoices for the previous year (confirmation tax office)

## Personal information

- Information about significant changes in personal, professional or family relationships (children, marital status, employer, etc.)
- Information relevant for calculating the development of assets (price gains / losses from securities, privately owned items sold, other income not shown in the tax return)

## Tax return and tax invoices (only for customers without a power of attorney)

- Tax return original forms
- List of all payments to the tax office (in the corresponding tax year)

## Income at home and abroad

### Employment, self-employment, pensions and other income

- |   |   |
|---|---|
| <input type="checkbox"/> Salary certificate   | <input type="checkbox"/> Other income (board fee, attendance fees)  |
| <input type="checkbox"/> Pension certificate 1st pillar (AHV / IV / EO)   | <input type="checkbox"/> Alimony received   |
| <input type="checkbox"/> Pension certificate 2nd pillar (BVG)   | <input type="checkbox"/> Rental income (compilation)  |
| <input type="checkbox"/> Daily allowance certificates (ALV / KTG / UVG / EO), unless included in the salary certificate | <input type="checkbox"/> Income from undistributed inheritances (detailed information)                                    |
| <input type="checkbox"/> Child, family and birth grants paid directly by the compensation fund                          | <input type="checkbox"/> Income from self-employment (balance sheet / income statement or income/expenditure calculation) |
| <input type="checkbox"/> Lottery winnings   | <input type="checkbox"/> Private shares (if not shown on the salary certificate)  |

### Capital benefits from pension provision (3<sup>rd</sup> pillar, BVG and life insurance)

- Information about amounts, payment date and service provider

## Deductions

### Professional expenses

- Information about place of work and workload (if not shown on the salary certificate)
- Kilometres driven per day (including information whether commute to work is driven twice or 4 times a day)
- Information about company vehicle (brand, purchase price)
- Use of bicycles or public transport (including information about the subscription price for the route)
- If you are a weekly resident: rental agreement for the apartment and costs for commute to work
- Training costs (course fees, school supplies, kilometres to school, timetable, study group plan, etc.)

### Interest on debt

- Proof of interest paid (mortgages, loans, credit cards)

### Children

- Alimony payments
- Third-party care costs (day-care)

### Contributions to pension plans

- Certificates pillar 3a
- Certificates for purchases in the 2nd pillar (BVG)

**Insurance premiums and interest on savings capital**

- Tax statement health insurance (basic and additional insurance)
- Certificate of premium reductions (health insurance)
- Insurance premiums for private accident, life and pension insurance
- Statement of asset management costs (administration of securities and investments)

**Medical expenses**

- Costs not insured according to the health insurance tax statement (incl. Medical prescription)
- Compilation of receipts (massage/physio, dentist, visual aids, pharmacy, drugstores, homeopathy, etc.)

**Voluntary donations**

- to non-profit organizations based in Switzerland (donation receipt or proof of payment)
- to political parties (donation receipt or proof of payment)

**Support contributions**

- Proof of support payments

**Assets at home and abroad****Securities and balances**

We generally recommend that you obtain a **tax statement** from your bank for large securities accounts.

- Interest and balance statements of all banks as of 31.12.
- Custody account securities (shares / bonds / funds) => including valor number and transactions
- Employee options => detailed information
- Information on loans granted (contracts with details of balance and interest income)
- Life insurance (tax values according to the certificate of the insurance company)
- Other assets (cash, precious metals)
- Cryptocurrencies

**Motor vehicles**

- Information about purchases and sales of motor vehicles (car, motorcycle, caravan/camper, boat, etc.)
- In case of purchased vehicles: information about the purchase date and purchase price
- In case of leased vehicles: list of monthly lease payments

**Real estate**

- Real estate cadastral estimate (own rent and wealth tax value)
- Maintenance costs, repairs, property insurance premiums, property taxes
- Real estate in other cantons or abroad
- Billing of condominium communities (including renewal funds)
- Information about usufruct and residential rights

**Changes in assets**

- Inheritances (preserved/aligned => detailed information)
- Donations (received/paid => detailed information)
- Undistributed inheritances (shares and detailed information)

**Debts**

- Overview of all debts and interest on debt (open bills, credit cards, loans at the end of the year)
- Mortgage debt and mortgage interest paid

**Declaration of completeness**

With the delivery of the documents you confirm that you have given us all the information in full.