

CHECK LIST FOR YOUR TAX RETURN 2017

Name _____

First name _____

Phone number during the day _____

E-mail _____

Tax return 2017 and envelope excl. supplementary

Income (in Switzerland as well as abroad)

- Yearly salary statement(s) main and extra income / unemployment benefit(s) / daily allowance 2017
- Balance and income statement (incl. details) of self-employed activity from 1.1.17 – 31.12.17
- Social security and pension statement(s) 2017: AHV, IV, pension fund, SUVA, foreign pension, etc. (if additional payments incl. disposal)
- Alimony: received alimony in 2017; child alimony have to be declared separately (copy of separation/divorce convention please enclose)

Property owners (in Switzerland as well as abroad)

- Information about properties (imputed rental value, tax value and construction year); foreign properties purchase contract(s); german properties the german unit value "deutscher Einheitswert"
- Net rental income (without additional charges) 2017. Apartment building: rent schedule and maybe rental contracts
- Copy of paid invoices of maintenance 2017 (e. g. building insurance, chimney sweeper, boiler service etc.). The invoice date is relevant and not the payment date
- Statement from the condominium association (balance sheet, income statement and costs allocation), incl. renewal fund 2017
- Paid building lease charges (Baurechtszinsen) 2017
- Copie(s) of received financial contribution for the efforts concerning energy and ecology activities / proof of payments of the buyback price of the photovoltaic construction in 2017

Fortune/wealth (in Switzerland as well as abroad)

- Balance statement(s) as of December 31, and interest statement 2017 of all your bank and postale accounts, original document from your lottery win (only amounts over CHF 1000.- are taxable)
- Wealth tax statement 2017 (includes income, purchases and sales) or custody statements 2017 (includes only the balances at the end of the year, that's why we need also all dividend statements and all documents about purchases and sales)
- Inheritance: Copy of the inventory (date of death, your part of the inheritance, property holdings). Inheritances have to be declared in year the testator died. The income and wealth are taxable from the heirs (from the date of death until end of the year)
- Details about received or given gift(s) in 2017
- Documents of the surrender value of life insurances as of 31.12.2017
- Motor vehicle (car/motorbike): details about brand, purchase price and production year / when leased: information about an existing leasing contract
- Other assets (money in cash, precious metal, gems, collections etc.)
- Loans or current accounts in legal entities

Occupational expenses

- All expenses have to be proved except the costs for public transportation (TNW area)
- Car kilometers from your home adress to your office in 2017 and a confirmation from your employer that you need the car for your work. If you have a company car: information about the km to/from the workplace (free of charge transport)
- Part-time employment: number of work days / working time and employment factor in %
- Extra costs for weekly commuters (copy of rental contract and costs for the weekly homecoming with the public transportation)
- Further education and retraining costs: copies from the bills e.g. language course, computer purchase, coaching etc.

Debts/interest on debt

- Balance as of December 31, 2017 as well as the paid interests in the year 2017 (mortgage, loan, credit, credit cards, the owed taxes)

Further deductions/indications

- Confirmation of the payments into the 2nd and 3rd pillar pension in 2017
- Receipts/documents of the charitable donations and also member ships of political parties in 2017
- Payment receipts for support contributions in 2017 incl. information about the supported person. For foreign payments: proof that the supported person is needy is mostly necessary
- Yearly statement of your health insurance 2017 (excluding premiums)
- Self paid doctor bills or dentist bills. Nursing home costs (yearly statement) and other health cost which are invoiced in 2017. If you didn't reach the franchise you have to proof it
- Children: Name, date of birth, kind and duration of education/school/studies; official residence
- Payment receipts of your child care costs in 2017 (only until the age of 14)
- Alimony: paid alimony in 2017; child alimony have to be declared separately (copy of separation/divorce-convention please enclose)
- Paid AHV contribution 2017 for unemployed persons
- Documents about received lump sum payment(s) in 2017
- Information about your marital status and confession