

Checklist necessary tax documents

Personal data / children

- name and address (husband, wife)
- date of birth (husband, wife)
- confession (husband, wife)
- marital status
- children: name, date of birth, school/education (until when?)

General documents

- current tax return form
- last tax declaration
- provisional tax invoices (current and previous year)
- last final tax assessment
- extension of deadline for filing already applied for
- source tax: available source tax tariff

Earnings

- salary confirmation from employer
- salary confirmation for side employments
- annual financial statements (balance sheet and income statement) from principal self-employment or secondary self-employment
- pension notifications from social insurance, pension fund, accident insurance,
- daily allowances from unemployment insurance, income compensation, health insurance and other benefits
- receipt support allowances
- details of pension benefit payments
- income abroad / pension certificates for foreign pensions
- attendance fees in political committees, associations etc.
- retrocessions received

Assets

- interest and asset reports of bank and postal accounts
- deposit account statements as per year-end (special bank statements about taxable assets)
- receipts for the purchase and sale of securities last year (if no tax statement exists)
- documents for valuation of participations (10 % or more) for securities without market value or according annual report
- receipts for income from equities (dividend certificates), bonds (interest certificates) and funds (if no tax statement is available)
- receipts for other credits or incomes (e. g. lottery and lottery winnings, credit balances with construction cooperatives, loans including interest)
- proof of inheritance or donations
- supporting documents for usufruct
- details of shareholdings in joint heirships

- renewal fund for condominium ownership communities
- life insurance certificates (cash-in value)
- data on private vehicles (brand, year of purchase, acquisition price)
- other important assets (e. g. boats, expensive jewellery, antiques, pictures)
- worldwide assets (accounts, real estate, foreign insurance etc.)

Debts / mortgages

- information on debt (type of debt, creditor, security, interest)
- confirmation of mortgage debt (bank, security, interest)

Real estate property

- data on real estate (occupied, rented, second home)
- information on the purchase/sale of real estate
- ownership structure
- assessed tax value (assessed value for tax purposes)
- virtual rental value for owner-occupancy
- income from rent
- use of private premises for business
- invoices for maintenance, charges and insurance
- invoices for renovations (value increase)

Deductions

- contributions to social tax (AHV)
- payments into pillar 3a or pension fund (BVG)
- support allowances to children or divorced spouse
- donations (voluntary donations, political party donations)
- receipts for professional expenses (e. g. public transport, car-kilometres for commute, non-resident meals, weekly stay, computers for business purposes etc.)
- education and training costs for taxpayers and children (non-resident meals, school fees, public transport, accommodation etc.)
- bills for childcare by third parties
- training costs and contributions to professional organisations
- asset management costs

Health costs

- account statement of the health insurance company about premiums, franchises and deductibles
- receipts for premium reductions
- medical certificate in case of long-term need for care, chronic illness or disability
- bills from dentists
- invoices for glasses and contact lenses
- invoices from nursing homes and retirement homes
- cost for medical transport