

CHECKLIST TAX DECLARATION 2016

(Dependents as of 31.12.2016)

Please fill in the checklist bellow. There are quite a number of detailed questions that enable us to deduct as much as possible costs. Please note that deductions are different at each canton in Switzerland.

| | |
|---------------------------|----------------------|
| Given Name, Surname _____ | Spouse _____ |
| Address _____ | PLZ / place _____ |
| Religion _____ | Marital Status _____ |
| Contact-Tel.no. _____ | E-Mail _____ |

| Name | date of birth | type of education ¹ | education end date |
|-------|---------------|--------------------------------|--------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Incomes 2016 (incl. spouse)

Pay slips from all employment

(Payslip obligatory)

- pay slip Partner 1 work quota: _____ %²
- pay slip Partner 2 work quota _____ %

Certifications

- AHV-/IV-, SUVA or other pensions, benefits of insurances, payment of unemployment funds etc.
- pertaining to private insurances (incl. surrender value 2016)

Property

Have you bought/sold a property? Do you have rented property?

- Yes, please enclose the contract.
- Yes, for rented properties (please compile a list of all the rental income and enclose all the rental contracts).

Allowance

Allowance to/from a divorced/separated partner inc. dependent children (please enclose the decree):

Partner amount: CHF _____/month

Child amount: CHF _____/month

remarks:

Expenses 2016 (incl. spouse)

Work-related expenses:

1. Travel expenses between home and work place.

work place Partner 1: _____

- Public transportation
- Car
- bicycle

work place Partner 2: _____

- Public transportation
- Car
- bicycle

2. lunch at workplace? ³

Partner 1: no yes

yes, with employer-subsidy

Partner 2: no yes

yes, with employer-subsidy

3. Other work-related expenses: (receipt obligatory)

- Work-related accommodated costs⁴
- expenses for further education⁵

Property (receipt obligatory)

- communal costs and standing charges⁶
- Expenses for property (repairs, maintenance for building, insurances)
- communal escrow fund 2016 (Erneuerungsfond)⁷
- Mortgage interest

Other Costs (receipt obligatory)

- Health insurance statement (premium, costs)
- Franchise/Excess (health insurance)
- Statement of life insurance(s) premiums
- AHV/IV/EO-fees⁸
- Donations to charity⁹
- a copy of the rental contract (if renting)¹⁰
- Child care costs

Pensions (receipt obligatory)

- 3rd pillar contributions (Säule 3a)
- Additional voluntary purchases into 2nd pillar

Illness, accident and disability costs

(receipt obligatory)

- Expenses for Optician, dentist
- Annual health insurance statement¹¹

Do you suffer from either of these illnesses:¹²

- Diabetes
 - Celiac disease
- (confirmation of the doctor obligatory)

Care-/nursery-home costs¹³

- yes, please enclose the bills

Financial support (receipt obligatory)

Individuals you financially support:

Given name, Surname, Address:

Date of birth: _____

Amount Paid: _____

Type of relationship: _____

Worldwide family assets 31.12.2016¹⁴

(receipt obligatory)

Bonds/Shares and other capital investments

- Bank statement of all the bank accounts held worldwide
- gambling winfalls
- life insurance policies
- Stocks bonds
- Any other capital investments

Gift¹⁵

I received a gift from:

I've made a gift to:

Given name, Surname, Address:

Relationship: _____

Date of gift: _____

amount: : _____

Loan (please enclose the contract)

- I've granted a loan to
- I've received a loan from

Name, Surname, address:

interest in 2016: _____

amount outstanding

on 31.12.2016: _____

Inheritance (copy of inheritance contract)

I received money from inheritance:

Name, Surname, address of the testator:

Relationship: _____

Day of death: _____

amount: _____

your share: _____

date probate

was granted: _____

I'm involved in an undistributed inheritance.

other assets as of 31.12.2016

car / motorcycle / boat etc.

brand: _____

purchase year: _____

purchase price: _____

Leasing: yes no

brand: _____

purchase year: _____

purchase price: _____

Leasing: yes no

brand: _____

purchase year: _____

purchase price: _____

Leasing: yes no

chattels / tangible assets

(paintings, jewelry, cash etc.)

Lump-sum payment of pension¹⁶

Total amount: _____

Date: _____

Paid by: _____

2nd pillar (pension fund)

3a pillar (personal provisions)

Explanations

¹ eg. School university college

² eg. Part-time 10-90%, full-time 100%

³ Additional costs for lunch could be deducted

⁴ When you rent an apartment during the week away from your home because of your work, then you could deduct these costs; but excluded hotels.

⁵ If you've taken a course for your business education, (eg. Language, coaching etc.) these costs could be deducted

⁶ If you live in a block with a community, communal costs are potentially deductible. If you live in your own house the connection fees for eg. Water, waste water etc. could also be deducted.

⁷ When you live in a community there are sometimes contributions for a specific fund reserved for significant renovations. These costs could be deducted

⁸ If you are not working or self-employed, you normally have to pay some AHV-fees. These costs are deductible.

⁹ Only certain donations are acceptable, please send us the details and we can check this.

¹⁰ If you live in the canton Zug, part of your monthly rent is deductible. This may also apply to other cantons in the future.

¹¹ This is a certificate you get at the end of the year from your health insurance (Concordia, CSS, Swica etc.). This confirms the fees and Franchise/excess you've paid during the year.

¹² Only these two conditions are deductible.

¹³ If you cover the cost of your own or your parents care/nursing home costs these could be deductible.

¹⁴ We require the bank statements of your family (Partner 1, Partner 2 and children) worldwide. (even when paying taxes in the foreign country) Within the Swiss tax return all assets need to be declared to ascertain your tax rates.

¹⁵ Please state all significant gifts from other parties.

¹⁶ Only applicable if; you have received lump-sum capital from your 2nd or 3rd pillar pension.