

CHECKLIST TAX RETURN 2018

(Dependents as of 31.12.2018)

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 _____

Underage children and children of full age who were not gainfully employed on 31.12.2018 due to vocational training/study:

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

Incomes 2018 (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 2018)

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

Further Documents:

- Copy of last year's tax return
 Copy of the last tax-sentence (Veranlagung)

remarks:

Expenses 2018 (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 2018 (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 31.12.2018¹⁴

(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 2018: _____

amount outstanding

on 31.12.2018: _____

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 31.12.2018

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.