

# 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 <sup>1</sup>	education end date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Incomes 2018 (incl. spouse)

### **Pay slips from all employment**

(Payslip obligatory)

- pay slip Partner 1 work quota: \_\_\_\_\_%<sup>2</sup>  
 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? <sup>3</sup>

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 costs<sup>4</sup>  
 expenses for further education<sup>5</sup>

### **Property** (receipt obligatory)

- communal costs and standing charges<sup>6</sup>  
 Expenses for property (repairs, maintenance for building, insurances)  
 communal escrow fund 2018 (Erneuerungsfond)<sup>7</sup>  
 Mortgage interest

### **Other Costs** (receipt obligatory)

- Health insurance statement (premium, costs)  
 Franchise/Excess (health insurance)  
 Statement of life insurance(s) premiums  
 AHV/IV/EO-fees<sup>8</sup>  
 Donations to charity<sup>9</sup>  
 a copy of the rental contract (if renting)<sup>10</sup>  
 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 statement<sup>11</sup>

Do you suffer from either of these illnesses:<sup>12</sup>

- Diabetes       Celiac disease  
 (confirmation of the doctor obligatory)

**Care-/nursery-home costs<sup>13</sup>**

- 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 31.12.2018<sup>14</sup>**

(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

**Gift<sup>15</sup>** 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 pension<sup>16</sup>**

Total amount: \_\_\_\_\_

Date: \_\_\_\_\_

Paid by: \_\_\_\_\_

 2nd pillar (pension fund) 3a pillar (personal provisions)

## Explanations

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<sup>1</sup> eg. School university college

<sup>2</sup> eg. Part-time 10-90%, full-time 100%

<sup>3</sup> Additional costs for lunch could be deducted

<sup>4</sup> 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.

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

<sup>6</sup> 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.

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

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

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

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

<sup>11</sup> 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.

<sup>12</sup> Only these two conditions are deductible.

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

<sup>14</sup> 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.

<sup>15</sup> Please state all significant gifts from other parties.

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