

Checklist for private tax returns

The following information and receipts are required for the individual preparation of your private tax declaration. On the one hand, a complete declaration of income and on the other hand, the maximum consideration of all tax deductions is important. At the same time, the tax return serves to reclaim withholding tax. You can make our work easier and thus reduce your costs if you send us PDF to the email address info@trefinanz.ch or send us receipts without staples by post.

Information and evidence of significant events:

- move-in/out (date, new address, phone number)
- marriage/divorce (date, copy of divorce decree)
- birth child/children (first and surname, birthday)
- information on the education of children (training institute, period, costs)
- PDF and date file of the last tax return (provided that we have not prepared your tax return last year)
- last tax assessment
- PDF of the original tax return and accompanying letter from the current year
- Access for the recording of tax declaration

Main Tax return form

- main and secondary income (including child allowances and directors' fees)
- AHV certificate and pension payments
- EO certificate, maternity and ALV daily allowances and insurance daily allowances
- confirmation of alimony and maintenance payments (including the recipient's address) indicate subdivisions between child and spouse payments (received/paid)
- pillar 3a certificate
- BVG certificate (purchase contributions)
- AHV disposition for AHV contributions of non-working persons
- list and receipts for donations
- drawing up and supporting evidence of contributions to political parties
- certificate issued by the insurance company on surrenderable endowment insurances and single premiums: surrender value as at end of year
- private vehicles: type, vintage, purchase price
- assets and proceeds from undistributed inheritance: copy of estate inventory/property deed
- other assets (boat, coin collection, precious metals, jewellery, etc.)

List of securities

- capital and interest confirmations from all bank and postal accounts as at end of year
- closing documents from any banks where accounts or postal accounts were closed
- details of the remaining private loan assets and interest as at end of year
- securities and custody account statements or tax registers of the bank
- certificates lottery winnings (incl. stakes for lottery, Toto etc.)

Buchhaltung - Revision - Steuern

List of properties

- rental income excl. heating and ancillary costs: listing per property
- property maintenance receipts (incl. property taxes, building insurance, chimney sweep, replacement costs, etc.): listing and receipts per property
- a copy of the official market value assessment per property; copies of any purchase or sale of the property; and sales contracts

Work-related expenses

- travel costs (railway subscription, kilometres per way to work, reason why private car is necessary to travel to work)
- listing and supporting documents for further education (computer, language courses etc.)

Debt register

- debt and mortgage certificates as at end of year
- details of other private debts and interest on debts as at end of year

Insurance directory / Health and accident costs / Disability costs

- premium for life and personal accident insurance
- list of health insurance premium (if possible including copy of insurance certificat)
- proof of health insurance company premium reduction
- statement and vouchers for medical expenses (deductible amounts with the health insurance company), invoices, opticians, etc.)
- list and supporting documents for disability costs if they are not covered by third parties. (type of disability and degree of helplessness allowance)

Further information for the tax return

- certificates of capital payments from pillar 3a, pension funds, accident or accident insurance funds, etc.
- liability cases
- proof of any lump-sum benefits from life insurance policies
- inheritance sharing (allocation settlement / pay-out date)
- donations / hereditary withdrawals

That's it. You made it. Now we can make your tax declaration in a smooth and efficient way.