

Checklist: Documents needed for tax-declarations

Documents (where applicable)	yes, available
New Tax forms	
Copy tax declaration previous year	
Salary confirmation employer	
Certification of unemployment benefits, health or accident insurances etc.	
Life insurances: Did you take out an new insurance? (Single payment?) Join confirmation or copy of policy	
Security listings (Attestation of interests on bank-, postal-, premium-accounts with end year capital declaration)	
Deposit listings (incl. confirmations of interes/dividends , lotto/toto-profits, informations about not yet divided inheritances, if necessary ask for bank confirmation)	
List of aux. property of a certain value: Gold, jewelry, ships	
Maintenance payments (join a copy of divorce agreement etc.)	
Donations to public welfare org.: if more than CHF 300.--/year join receipts	
Real estates (also in foreign countries): Confirmation of tax authorities reg. value of estate and own rent, list of earnings reg. rents or leases, invoices reg. Maintenance/insurance of buildings, basic-rate of water/litter. Copie of contract of sale in case of new bought buildings. Copy of co-ownerships.	
Expenses for job: Distance (km) from home to work, Lunches taken in Restaurants, transport tickets (bus, tram, train). Costs of training (paid by yourself), fee for prof. association.	
Administrative fee: receipts for deposit- and bankfees, fees for property administration	
Provision for pension: Confirmations about payments to pension fund, value of life insurances	
Financial aid to needy relatives (join proofs)	
Debts: Confirmation of interests and capital per end of the year (mortgages, credits, loans, not yet paid invoices)	

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