



Checklist for your tax return

Expenses:

1. **Professional expenses "travel expenses" to the place of work:**
train: monthly ticket; car: kilometers per day (one way only)
2. **Professional expenses "professionally necessary working materials", costs exceeding CHF 1'990.00**
invoices and/or receipts covering your expenses
3. **business expenses "education" costs exceeding CHF 400.00**
school bills and receipts, books, materials, meals on school days
4. **Health insurance**
insurance policy or invoices/receipts about paid rates
5. **Life insurance**
confirmation of the repurchase value or policy
6. **Life insurance: third pillar**
confirmation of your insurance company
7. **Purchase of second pillar (pension funds)**
confirmation of purchase
8. **Bank credit, loan of private persons or mortgage**
confirmation of your bank, copy of contract with confirmation about accrued interests or confirmation about mortgage interests
9. **Credit card owners:**
interest calculation for all credit cards
10. **Real estate owners:**
maintenance costs
11. **Alimony payments made for children, ex-spouses or separately living spouses**
copy of bank transactions or confirmation signed by ex-partner
12. **Self-paid social security insurance (fore self-employed or incapacitated persons):**
receipts or copies of bank transactions
13. **Donations to relief organizations, NGOs or political parties**
receipts or copies of bank transactions
14. **Expenses for medical treatments - for yourself, family members or supported people**
receipts or invoices from hospitals, medics, retained amount of health insurance
15. **Financially supported family members in need**
receipts or copies of bank transactions and council confirmation
16. **Children's education**
apprenticeship contract, school's confirmation of attendance, certificate of matriculation
17. **Childcare costs for children looked after by others:**
day-care centre or crèche bills or a confirmation from a private person
18. **Children living abroad:**
copies of bank transactions for children support



Income, Revenue, Salary:

1. **Income on regular/sideline basis**
wage statements
2. **Income on unemployment insurance**
wage statements
3. **Daily benefits of sickness and accident insurance or pension fund**
certification of daily benefits
4. **Pensions of the AHV, IV, pension fund or accident insurance**
pension approval certificate
5. **Capital disbursements by AHV, IV, BVG or the employer**
Letters of principal disbursement
6. **Received alimonies for children or yourself**
bank statement of credit or signed confirmation of the former spouse (if the maintenance is paid for the first time – court ruling)
7. **Rental income or rented properties**
credit notes and rental agreement
8. **Self-contained properties**
Estimate by the municipality
9. **Income on deposits or loan balances**
bank statements up to 31.12.; certification about accrued interest, loan contract incl. interest credit notes
10. **Income on shares, funds or obligations**
Dividend statement, coupon statement, purchase and sale vouchers and depo statement as at 31.12. (or only tax card)
11. **Lottery payout**
confirmation of lottery company
12. **Income on heritage (even if not allocated)**
contract and certificate of inheritance
13. **For all other incomes which have not been specified**
invoices, receipts, letters, contracts, documents

Other:

1. **Cars:**
model, year of purchase, purchase price

Please do not forget to attach a copy of your last tax return