

Checklist for your tax return

Expenses:

1. business expenses: travel expenses for driving/getting to the office
Train: monthly ticket; car: mileage/kilometres per day (one way only)
2. business expenses: office supplies and/or stationery, costs exceeding CHF 1.990,00
Invoices and/or receipts covering your expenses
3. business expenses: teaching aids (costs exceeding CHF 400,00)
Invoices and/or receipts covering your expenses reference school, books, stationery, subscriptions, board and/or residence
4. health insurance
insurance policy or invoices/receipts about paid rates
5. life insurance
insurance policy or confirmation about redemption value
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 transfers or confirmation signed by ex-partner
12. self-paid old age insurance (fore self employed or incapacitated persons):
receipts or copies of bank transfers
13. donations to relief organizations, NGOs or political parties
receipts or copies of bank transfers
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 transfers and council confirmation
16. children's education
apprenticeship contract, school's confirmation of attendance, certificate of matriculation
17. entertainment costs for children:
invoice of nursery, nanny's confirmation, copies of bank transfers
18. children living abroad:
copies of bank transfers for children support (minimum CHF 5.400 or CHF 5.600)

Income, Revenue, Salary:

1. **Income on regular/sideline basis**
we need: wage statements
2. **Income on unemployment insurance**
we need: wage statements
3. **Per diem allowance from health insurance, accident insurance or pension fund**
we need: certification of per diem allowance
4. **Pensions, annuities of pensions from other funds**
we need: pension approval certificate
5. **Allotments of insurances, pension funds, redemptions etc.**
we need: certification of allocation
6. **Received alimonies for children or yourself**
we need: credit advice of the bank or signed declaration of your ex-partner
7. **Rental income or rented properties**
we need: credit notes and rental agreement
8. **Real estates, owner occupied**
we need: council estimate
9. **Income on deposits or loan balances**
we need: bank statements up to 31 December; certification about accrued interest, loan contract incl. interest credit notes
10. **Income on shares, funds or obligations**
we need: certificates of dividends, coupons, depots
11. **Lottery payout**
we need: confirmation of lottery company
12. **Income on heritage (even if not allocated)**
we need: contract and certificate of inheritance
13. **For all other incomes which have not been specified**
we need: invoices, receipts, letters, contracts, documents

Other:

1. **(company) cars:**
we need: model, year of purchase, purchase price, invoices etc.

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