

Checklist tax return 2016

1 Personal details husband /Single person

first name, name
.....
street, postcode, place
.....
date of birth -- . -- . -- . -- . --
AHV-number 756. -- . -- . -- . -- . --
civil state
 single divorced/separated
 married / registered widowed
 partnership
since
.....
denomination
 Roman Catholic Christian-Catholic
 evang.-reforms other / none
Occupation
.....
phone P/G
.....
E-Mail
.....

2 Personal details wife / partner

first name, name
.....
street, postcode, place
.....
date of birth -- . -- . -- . -- . --
AHV-number 756. -- . -- . -- . -- . --
civil state
 single divorced/separated
 married / registered widowed
 partnership
since
.....
denomination
 Roman Catholic Christian-Catholic
 evang.-reforms other / none
occupation
.....
phone P/G
.....
E-Mail
.....

3 Personal details of the children

Children under 18 years or children above 18 years living in your household and currently in education
 I receive alimony for children, who live in my household.
 I pay alimony for children who do not live in my household

first name, name (child 1)
.....
date of birth -- . -- . -- . -- . --
School / company of apprenticeship, presumably until.
.....
.....

first name, name (child 2)
.....
date of birth -- . -- . -- . -- . --
School /company of apprenticeship, presumably until.
.....
.....

first name, name (child 3)
.....
date of birth -- . -- . -- . -- . --
School / company of apprenticeship, presumably until
.....
.....

4 Supported persons

Do you support persons who are permanently or temporarily unable to work? (min. supporting payments for cantonal tax ZRH CHF 2'700, for federal tax CHF 6'500 per annum)

first name, name
.....
date of birth -- . -- . -- . -- . --
street, postcode, place
.....
.....
Amount in CHF
.....

5 Required documents

- Original forms of the current tax return
- Copy of the last tax return (only for new customers)
- Last tax assessment received from the tax authority

deadline to file the 2016 tax return: 31.03.2017

Please provide us with the tax forms before 23.03.2017 so that we can apply for a deadline extension at the tax authority for you.

6 Remarks of the tax adviser

.....

.....

.....

.....

.....

.....

date/signature

.....

7 Income

- Swiss and foreign salary statements
- Income from the unemployment insurance
- for selfemployed: balance and profit & loss statement, div. spreadsheets.
- Income from insurances (ex. ccident insurance)
- Income from pension fund, AHV, IV, accident insurance: „Rentenausweis“
- lump sum payments from your pension fund / life insurance (pillar 2 and 3)
- Alimony received for children and/or spouse or ex-spouse
- Separation or divorce agreement
- Any further income

8 Deductions

- AHV contributions statement in case the payments are not made through your employer
- Purchase in 2nd pillar – statement
- Voluntary contributions into 3rd pillar – statement
- Health costs in case they exceed 5% of your taxable income
- Payments for supported persons: proof of payments done and support necessity
- Children above 18 years in education who you are supporting: immatriculation statement of the University or similar
- day care costs for children under 15 years - invoices
- Alimony paid for children and/or spouse (separated) or ex-spouse (divorced)
- voluntary donations (min CHF 100) and payments to political parties – confirmations

Professional expenses – transportation costs

- Car, km/one way, number of days (P1)
- Car, km/one way, number of days (P2)
- Public transport (please enclose a receipt)

Max deduction: federal tax 3'000 CHF
Kt. Schwyz 10'000 CHF / Kt. Zürich (2017) 3'000 CHF /
Kt. Aargau 7'000 CHF

- Small moped/bicycle
- Professional expenses for special clothes: invoices for costs above CHF 2'000 and max CHF 4'000
- Professional expenses "further education" – school fees, costs for professional literature etc.: for costs above CHF 500

9 Real estate property

- Market value of the property (incl. Foreign properties) or a Swiss valuation statement of your Swiss property
- Rental income (also for property abroad)
- deemed rental income for self inhabited property
- Mortgage interest payments and amount – bank statement
- Maintenance/renovation costs
- STWEG – statement of the balance as of 31.12.2015 and Interest received during the year.

10 debts

- Bank loans, consumption loans etc. (excluding leasing), credit card statements as of 31.12.2015 showing the balance and interest paid
- your current account statement at the AG/GmbH in your property
- other debt statement

11 assets

- worldwide account statements showing the balance as of 31.12.2015 and interest received during the year
- Income from shares, bonds, investment funds, tax statement of your portfolio as of 31.12.2015
- National lottery wins - statement
- your current account statement at the AG/GmbH in your property
- Inheritance received in 2015 (distributed or not distributed)
- Life insurance policy showing surrender value as of 31.12.2015 Private car: price, brand, purchasing year
- Further wealth: ex. private loans showing the balance in your favour as of 31.12.2015 and interest received during the year

12 Completeness statement

I / we confirm that I / we have provided Accounting & Payroll Service AG with all necessary documentation and information about my / our worldwide wealth and income for the preparation of my /our 2016 tax return.

Place and date

.....

Signature

.....

Signature (wife / partner)

.....