



CHECKLIST

for your tax declaration

Personal data

- We kindly ask for notification in case of a change of personal data
- We kindly ask for notification of changes in employment, marriage, birth of a child, re-retirement, divorce (payment of alimony), separation, inheritance, gift, church membership etc.
- Change in occupational designation/secondary occupation
- Change of employer
- Children for whom you are responsible (first name, school, year of birth)
- Other people in need of support

General

- All original tax declaration forms
- Submission of the last tax declaration

Income

Please inform us in case of changes relating to:

Earned income

- All wage statements also for secondary and part-time employment (of both spouses)
- Also about additional services such as school care compensation, official activities, fire brigade etc.
- If self-employed: statement of assets
- Any daily allowances and attendance fees, Board of Directors' fees, remunerations in kind

Replacement income

- OASI, AI, pension fund certificates (copy of a disbursement receipt)
- Orphan's pension certificates
- Daily allowance certificates (unemployment insurance, health and accident insurance)
- Alimonies received/paid (payment documents, divorce convention)

Other income

- Information on the sale/purchase of vehicles (make, year of purchase, price)
- Capital settlements (pension fund, insurance), payment voucher, reason for payment (home ownership, severance pay, for permanent disadvantages)
- Significant shareholdings in companies, associations of persons
- Benefits not declared by the employer on the salary statement (flats etc.)
- Unpaid income interruptions with stated reason
- Additional income

Other material and personal deductions

- Membership fees and contributions to political parties
- Supporting documents for payments to persons in need of assistance
- Evidence of medical expenses
- Receipts for donations and grants
- Receipts for payment of childcare costs
- Professional expenses

Assets

We kindly ask for notification in case of a change

- Other asset values (cash, precious metals, precious stones etc.)
- Undistributed inheritances (statements, tax inventory, insert sheet 5.6)
- Gifts or inheritances (tax inventory)
- Lottery winnings

List of securities

We kindly ask for notification in case of a change

- All bank/post office account and deposit statements as of 31.12.
- Savings books (copies) with interest supplements until 31.12. (also from accounts balanced in the meantime)
- Any redemption or purchase receipts for securities (in particular outside the deposit account)
- Interest statement for the year
- Information regarding employee options and employee shares (if not shown on salary statement)

Properties

We kindly ask for notification in case of a change

- Official value
- Imputed rental value
- List of rental income (tenant index)
- Invoices/receipts for maintenance, operating and administrative costs
- Condominium owner accounts
- Participation in real estate companies

Liabilities

We kindly ask for notification in case of a change

- Debt as of 31.12. and debt interest certificates for the whole year (mortgages, credits, loans, owed taxes), amortisation documents

Professional costs

We kindly ask for notification in case of a change

- Summary of professional costs (further training costs, receipts, information)
- Travel costs to the workplace (train, bus, bicycle, car etc.), indication of reasons for using private cars
- External catering (restaurant, canteen)
- Office

Insurances

We kindly ask for notification in case of a change

- Certificates for tied pension provision (pillar 3a)
- Certificates for purchased services in pillar 2
- Surrender value certificates for life and annuity insurance policies
- Information on redeemable life insurance policies (final year/expiry year, insurance sum, annual premium)
- Information on household insurance (sum insured)
- Documents on health insurance premiums and health insurance statements (annual report of the health insurance company)