



## Checklist for the tax declaration 2017

### Receipts for 2017

- Tax form 2017 (incl. return envelope)
- Copy of the 2016 tax declaration (if not produced by us)
- Tax appraisal + tax assessment decision 2016

### Earned income

- All wage statements for main and other occupation
- Statements for income from sources like fire service, work for the authorities or school boards, etc.
- Self-employed persons: Documentation to determine income and wealth
- Statements for daily allowance, attendance fees, management fees and payments in kind

### Replacement income

- Statements for AHV, IV, pension fund and pension
- Statements for daily allowances (unemployment fund, health and accident insurance)

### Other Income

- Payment receipts for alimony (received/payed), copy of the divorce decree
- Capital settlements (pension fund, insurance), receipt for payments, reason for payment (residential property, severance payment, for permanent physical handicap)
- Benefits not listed on the wage statements by employer (housing, etc.)
- Revenue from undistributed inheritance (statements, tax inventory)
- Bestowals or inheritance received in 2017 (tax inventory)

### Work expenses

- Place of work: \_\_\_\_\_
- Shift work (number of shift days) \_\_\_\_\_
- Training and re-education cost

### Other material and personal reductions

- Receipts for donations and contributions
- Memberships and contributions to political parties
- Receipts for healthcare costs (dentists, deductibles from health insurance – request a cost summary from insurer)
- Receipts for childcare services payed
- Receipts for costs generated by handicap for IV-recipients, nursing home residents, home care patients (all costs as well as payments to third parties, derelict pension – request a cost summary from insurer)
- AHV-premiums for early retirement

### Insurances

- Documentation for bound voluntary insurance (Säule 3a)
- Documentation for payments to the pension fund (Säule 2)
- Certificate of repurchase value of life and pension insurance
- Information on life insurance (year of issuance/conclusion, insurance sum, annual premium)

### Index of securities

- All bank, post, deposit accounts and portfolio documentation as of 31.12.2017
- Receipts for purchases and sales of securities in 2017 or in some cases a tax index as of 31.12.2017
- Receipts for lottery winnings (originals)

### Real estate

- Official estimated value / imputed rental value
- List of all revenue from rent
- Receipts or list of maintenance and management cost
- Purchase and sale of real estate in 2017 – Copy of the purchase contract
- Statements for condominium ownership
- Secondary tax domicile

### Other assets

- Other physical assets (cash, gold and other precious metals, etc.)
- Documentation of purchases/sales of vehicles (brand, year of purchase, price)
- Undistributed inheritance (statements of tax inventory)

### Debt

- Debt and debt interest as of 31.12.2017 (mortgage, credit, loan, owed taxes, student loans, „CSN“), receipts of amortization

### General

- Please dispose of the documents not needed for the tax declaration**
- Where can we reach you if need be?**

Tel: \_\_\_\_\_

Mobile: \_\_\_\_\_

E-Mail: \_\_\_\_\_

(Please list a private e-mail address which can be used to exchange confidential documents)

For us to completely fill out your tax declaration, please send us all documents listed on this Checklist.

**Any and all administrative effort on our part, such as extensions of deadlines on problematic cases, objections and incomplete documentation will be billed with an hourly rate of CHF 200.- by Troschel Treuhand und Beratungs GmbH**

**If you have any questions do not hesitate to contact our office:**

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