



## ***Checklist documents for tax return\****

- Original tax form
- Copy of tax form previous year (only new clients)

### Personal data

- Any civil changes
- Information about children: name, birth date, if above 18, contract of apprenticeship or certificate from school/university

### Income

- Salary certificate
- Professional expenses (train fares, courses)
- Certificate of other income (unemployment insurance, accident and health insurance compensations, board member fees)
- Social security income certificate
- Other income, alimonies
- Income from not distributed inheritance
- Lottery winnings

### Assets

- Tax certificates of bank account as per 31.12.
- Security deposit bank as per 31.12. incl. dividends/interest
- Loans receivable incl. interest income
- Information about stake in companies

### Liabilities

- Loans payable incl. interest paid
- Mortgage as per 31.12. incl. interest paid
- Consumer credits incl. interest paid

### Properties

- Information about purchase date, price and rental income
- Maintenance and renovation cost incl. underlying bills
- Rental income from 3rd parties
- Right of residence/beneficial use



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### Various

- Assed portfolio management cost
- 3rd pillar contributions certificate
- 2nd pillar contributions certificate
- Alimony payables
- Non-covered costs of illness or accidents (therapies, dentist etc.) incl. bills
- Insurance cost (life, pension, accident and health insurance), premium reduction
- Information about rental payments incl. ancillary costs
- Charitable contributions and support of political parties
- Support contributions
- Children care cost by 3rd parties (Kita)

### Fortune

- Tax value of life insurance
- Cars, boats, motorbikes (brand, purchase year and price)
- Jewellery, cash
- Other (precious metals and stones etc.)

### Additionaly for self employment

- Accounts of the tax year
- If accounts not available: Report on income, cost, liabilities and equity

\*Couples deliver information for both