

The following documents are essential for a clean tax return.

You will get back quickly all the documents and therefore you do not have to copy anything. We digitize all the data used for tax return so that we can deliver the documents directly to the tax authorities on request. You don't have to do anything once having handed over.

PRINCIPLE: The more information we have, the greater the possibilities for optimization !

- ☐ The code sheet with the user name/password received from the tax authorities is mandatory !
- ☐ New customers: Copy of the last tax assessment decision and copy of the last tax return forms.

Basic documents

- ☐ Personal details of all taxable persons and children or supported persons (✎ page 2)
- ☐ Extraordinary income (free shares, prize draws, inheritances, etc.)
- ☐ Self-paid OASI contributions (e.g. for early retirees or those who are not employed)
- ☐ Self-paid medical and dental bills (health insurance cost breakdown)
- ☐ Expenses for external childcare up to the age of 14

Income from employment and deductions

- ☐ Salary certificate(s) (including information on flat-rate expenses, fringe-benefits, etc.)
- ☐ Travel costs to the employer, information about company car (✎ page 2)
- ☐ Daily allowance statements (unemployment insurance, DI, accident insurance, private insurance, military, etc.)
- ☐ Pension certificates from the 2nd or 3rd pillar (pension fund or free/restricted private provision)
- ☐ Pillar 3a certificates (restricted pension)
- ☐ Purchase certificate for extraordinary funding of the 2nd pillar
- ☐ Alimony received or paid for child under 18 or children in education or other family members
- ☐ Invoices for further training costs with information about cost sharing with employers
- ☐ Information on family and birth allowances (if not included in the salary statement/financial statements)
- ☐ Information on external care costs for children up to 14

Entrepreneurial income with self-employment

- ☐ Annual financial statements (income statement/balance sheet) or recording of income and expenses
- ☐ Paid social security premiums (OASI, 2nd pillar) for the company owner (private companies)
- ☐ Asset history and depreciation if not visible in the balance sheet/income statement

Accounts, securities

- ☐ Interest and capital certificates of all accounts, deposits, etc. as of December 31
- ☐ Information on asset management, custody and account management fees
- ☐ Tax value certificates from life and pension insurance (LI with surrender value)
- ☐ Bank tax register statement as of December 31 or securities deposit statement¹ as of December 31 and information on income (interest, dividends, etc.)
- ☐ Receipts of lottery winnings
- ☐ Capital gain from investments. Details of qualified participation (= holding 10 % or more of the capital)

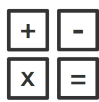
Pensioners

- ☐ Date of the first pension payment from 2nd pillar
- ☐ Pension certificates from the OASI, the pension fund (2nd pillar) and private pension institutions
- ☐ Surcharge bills (from private health and accident insurance)

Real estate

- ☐ Cantonal appraisal decision for Swiss property
- ☐ Foreign properties: Purchase price purchase datecurrency
- ☐ Type of property (house, apartment, etc.), land register number, year of construction, net living m² (VD)
- ☐ Detailed invoices for effective property maintenance costs (if higher than flat-rate deduction)
- ☐ Information about modifications, extensions or extensions
- ☐ Building lease interest received or paid

¹ We are happy to provide you with the tax value as of December 31 for income and investment values. However, you must provide us with the transaction receipts (purchases/sales).

**FACT LLC**

Added value by experience and expertise

Rental apartments/rental properties

☐ Gross rental income additional costs
(in CHF ? If not pls indicate the currency.)

Debts and debt interest (possibly in connection with property and mortgage)

☐ Debt certificates² as well as debt interest certificate bank/insurance or private creditors for loans, bank overdrafts, credit cards and mortgage interest or building lease interest.

Insurance premiums, membership fees and donations

- ☐ Contributions to the restricted or non-restricted 3rd pillar provision, pension fund purchases (2nd pillar)
- ☐ Health insurance premiums, premium reductions, participation in health costs, dentist
- ☐ Accident insurance premiums, risk and life insurance premiums
- ☐ Donation receipts with payment date

Other assets (gifts, inheritances, severance payments, etc.)

- ☐ Information about other assets like life insurance, car, boat, collection, cash, etc.
- ☐ Information on any gifts, inheritance withdrawals, inheritance holdings and splitting
- ☐ Information on redistributed inheritance (communities of heirs)
- ☐ Information about simple companies, limited partnerships or general partnerships
- ☐ Information on severance payments from employers and
Insurance payments in CHF

More information

- ☐ Annual net rental cost (VD, GE) CHF
- ☐ Degree of employment ↑ ↑
- ☐ Type of occupation ↑ ↑
- ☐ Travel to work: place of work and km from place of residence to place of work
↑
- ☐ Travel to work: place of work and km from place of residence to place of work
↑
- ☐ Car(s) brand / model
- ☐ Leasing Bought in CHF



complementary information to page 1, 2 or additional data



2 Without leasing interest. These are only deductible for business assets (company cars).