reoplan

TAX - Checklist

To ensure that we can prepare your tax return correctly and efficiently, we need the following information or documents and evidence for the relevant tax year. We thank you in advance for sending us the complete file - of course, you will receive your original documents back together with the completed tax return.

General Information	Fill out Form 1 and the first part (Section 2.1/Children) of Form 2 of the tax return. Please provide your phone number/email for any inquiries.
Income	Salary statements for main and secondary income, daily allowances from unemployment insurance, received alimony and support payments, pension statements (pension fund, AHV, IV, etc.), breakdown of other income (fees, alimony, daily allowances, etc.), annual financial statements for partnerships.
Alimony/Support Contributions	Breakdown of the paid amounts and the name/address of the recipient.
Postal/Bank Balances	All postal/bank statements for credited interest/charges and balance confirmations (interest statements). Typically as of December 31.
Securities	▪ Portfolio statements as of December 31 and/or detailed breakdown of self-managed securities ▪ Receipts of interest and dividend income ▪ We recommend having a tax inventory created by the bank for extensive securities portfolios.
Real Estate	**Self-occupied residential property** Official value (tax value), imputed rental value, year of construction, location (municipality, street, plot number), breakdown or invoices for paid maintenance (renovations, repairs, etc.) and operating costs (including insurance, wastewater, and waste disposal fees, property tax); for condominiums, the administration statement. **Other Properties** In addition to the above documents: detailed breakdown of rental income.
Debts/Interest Expenses	▪ Information on the creditor (name, address) and the debt amount as of December 31 for mortgages, loans, credits, etc. ▪ Receipts/statements of paid interest and amortization.
Other Assets	▪ Information on the type and value of assets (e.g., vehicles, paintings, collections, etc.) ▪ For vehicles: year of purchase, purchase price, brand/model. ▪ Information on rooftop or on-roof photovoltaic systems.
Professional Expenses	▪ Commuting distance (distance home - workplace in km). ▪ External meals or return home at noon? ▪ If using public transportation: annual subscription price. ▪ Possible breakdown of education and training costs.
Insurances	▪ **Certificate of contributions to Pillar 3a.** ▪ **Certificate** of purchases in the pension fund (2nd pillar/BVG). ▪ Health insurance premiums for all family members. ▪ Information on life and pension insurances (sum insured, term, paid premium, surrender value). ▪ Information on paid insurance benefits.
Donations	List of donations made (recipient, payment date, amount).
Medical Expenses	Breakdown/list of self-borne medical expenses (deductibles/franchise) such as doctor's, dentist's, hospital, or home costs, if they collectively exceed 5% of the net income (lower amounts cannot be claimed), and any specifically borne disability-related costs.
Inheritances/Gifts	▪ Information on received or made inheritances/gifts (amount, date, name of the deceased/donor, etc.). ▪ Shares in undistributed inheritances or co-ownership communities. ▪ Existing official documents.
Other Deductions	▪ Declaration of childcare costs from third parties (e.g., daycare) -> see also general information or Section 2.1/Form 2 of the tax return. ▪ AHV/IV/EO contributions as a non-employed person. ▪ Membership fees for professional associations/political parties. ▪ Possible flat-rate deductions are automatically made by us.
Miscellaneous	▪ Tax assessment for the year 20XX or the last available assessment and, if applicable, information on the payout of Pillar 3a. ▪ **For new customers:** copy of the last tax return.

These are the most important details we need, to complete your tax return. If you find yourself in a special situation or have uncertainties in compiling the documents, feel free to call us anytime. The checklist can be shared with third parties at any time. If you wish, we can directly provide the checklist to your acquaintances or friends.

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