



FIDUCIA-INTERGEST S.A.
SOCIÉTÉ FIDUCIAIRE

Documents needed to prepare your annual tax return

Each year : *The official tax form mentioning the taxpayer number and Geneva "Declaration code" / Vaud "Control code" / Valais "File number"*

Last year's tax return (if your file was not processed by our company last year) and last tax assessmente taxation

PERSONAL INFORMATION

- Photocopy of identity card or full names, as well as the date of birth
- Profession exercised
- Nationality
- Certificate of studies for students (if over 18 years old)

PROFESSIONAL INCOME

- Salary certificate (employee) or/and balance sheet and profit and loss account (self-employed)
- Certificate of receipt
- Activity rate
- Certificate of unemployment

OTHER INCOME

- Certificate or amount of family allowances received in Switzerland or abroad (copy of divorce decree)
- Amount of alimonies received
- Certificate of AHV/IV pension
- Certificate of pension from the occupational pension scheme
- Other income (subsidies, housing allowances, etc.)
- Certificate of life annuity received
- Foreign wage income

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Accounting • Taxation • Review

INCOME DEDUCTIONS

- Mode of travel from home to work, number of kilometres (one way)
- Health insurance statement showing the premiums paid during the year
- Insurance statement showing medical expenses not reimbursed by the insurance, as well as invoices for care not reimbursed (dentist, pharmacy, etc.)
- Life insurance certificate showing the surrender value on 31 December and the premiums paid during the year
- Certificate of contributions to the 3rd pillar A (Form EDP-21)
- Certificate of purchase of 2nd Pillar (LPP)
- Proof of childcare costs
- Proof of donations (voluntary payments)
- Amount of alimony paid (copy of divorce decree)
- Proof of training or retraining costs (not reimbursed by your employer)

BANK ACCOUNTS AND INVESTMENTS

- Bank statements for each account (current, savings, shareholder, etc.) showing the balance as at 31 December, interest received during the year and bank charges
- Bank statements for securities and bonds showing the value as at 31 December and the returns (dividends, interest, etc.) received during the year (or a tax statement)
- Other assets (undivided estate, works of art, precious metals, car, boat, jewellery...)

REAL ESTATE

- Assets: value and date of acquisition of the property, year of construction and date of first occupation (copy of the notarised deed of purchase or sale of the property, mentioning the date and purchase price)
- Owner-occupied property: rental value and maintenance and renovation costs as well as PPE charges (for properties located in the canton of Vaud: also the living area)
- Owner-rented property: rent received and maintenance and renovation costs as well as PPE charges

DEBTS

- Bank statements for mortgage debts showing the balance as at 31 December, together with interest paid during the year
- Bank statements or certificates for other personal debts (credit, loan, Visa...), showing the balance as at 31 December, as well as the interest paid during the year

EXTRAORDINARY GAINS

- Proof of winnings from lotteries, Sport Toto, PMU etc.

Reminder : *All worldwide information must be included in your tax return (including bank accounts and assets held abroad, real estate etc.)*