



PERSONAL INFORMATION AND/OR CHANGES IN SITUATION

- Copy of the family record book.
- Annual income of the partner or ex-spouse if shared custody
- Births, marriages, separations, divorces, etc.
- Changes of addresses, employers
- Annual proof of income for adult children (born before 2007)
- Religion (only if you wish to pay church tax).

CHILDCARE COSTS FOR CHILDREN UNDER 14 YEARS OLD

- Annual proof of payments (Crèche, GIAP, Daycare center, etc.) If more than CHF 3,000.- per child / **PLEASE NOTE: canteen costs are not deductible .**

INCOME AND DEDUCTIONS

- Salary certificate(s) and/or receipt(s) certificate(s) (for each of your employers)
- 2nd Pillar redemption certificate
- Certificate of annual pension contribution 3rd Pillar A
- Annual union dues certificate
- Annual unemployment certificate (Switzerland) or Pôle emploi (France)
- Alimony received or other possible income





BANK ACCOUNTS

- Status of your accounts as of December 31 of the year concerned, both in Switzerland and abroad. (**PLEASE NOTE, INCREASE IF MORE THAN 5 ACCOUNTS**)
- Annual statement of bank charges (account maintenance etc.)

REAL ESTATE (HOUSE, APARTMENT, LAND, ETC.)

- Notarial deed (purchase or sale) of each real estate property
- If you have rental income, management report or rent collected
- Double-sided** housing tax for second homes
- Double-sided** property tax for primary and secondary residences
- Home insurance (fire, theft, civil liability, etc.) / if rental income PNO insurance (for each property)
- Statements of calls for funds/condominium charges (for the full year)
- Maintenance costs (boiler, swimming pool, gardening costs, etc.)
- Renovation work carried out only during the year concerned / if more than 5 lines of work, provide us with a summary (date, amount generated, nature of the work, name of the company in Excel table form)





DEBTS

- Annual real estate loan certificate(s)
mentioning the capital remaining due on December 31 as well as the interest paid during the year
- Annual consumer loan certificate(s)
mentioning the capital remaining due on December 31 as well as interest paid during the year / NO LEASING
- Certificate(s) of interests and debts made to natural or legal persons (agreement on plain paper by the lender)

OTHER INCOME

- Family allowances received during the year concerned

LIFE INSURANCE

- Annual borrower insurance certificate (for each loan)
- Annual certificate of contribution to the 3rd pillar B / or life insurance, retirement.

HEALTH AND MUTUAL INSURANCE

- Annual LAMAL/CMU, URSSAF or CNTFS contribution (statement)
- Supplementary annual health contribution (Mutual)



MEDICAL FEES

- Statement provided by your insurance or supporting documents, mentioning the portion remaining your responsibility (not reimbursed) / **summary table if more than 10 invoices**

PAID ALIMONY

- Full copy of the judgment fixing the pension.
- Annual supporting documents for pensions paid during the year (bank statements)

TRAINING COSTS AT YOUR EXPENSE

- Proof of the amounts paid for the year concerned.

DONATIONS (ONLY ASSOCIATIONS WITH THEIR HEAD OFFICE IN SWITZERLAND AND RECOGNIZED AS BEING OF PUBLIC UTILITY)

- Annual payment certificate