

Your 2023 tax return

First name, last name _____ Street _____
 Postcode/town _____ Religion _____

Under-age children (born between 2006–2023) and adult children who were not employed as at 31.12.2023 because they were undergoing vocational training or studying.

First name	Date of birth	Type of education/training	Duration (from/to)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Income in 2023 including spouse

Salary certificates including all secondary income

- Salary certificate Husband Working hours: _____ %
 Salary certificate Wife Working hours: _____ %

if part-time position

full working days:

- Mo Tu We Th Fr Sa Su

half working days:

- Mo Tu We Th Fr Sa Su

Certificates

- for AHV/IV (state old-age/invalidity) pensions, SUVA (Swiss National Accident Insurance Fund) pensions, daily allowances, compensation for loss of income, unemployment benefits, annuities (incl. certificate of surrender value 2023)

Properties (only for home owners)

- No change versus previous year
 Rental properties (include a list of achieved rental income or rental agreements)

Have you bought and/or sold properties?

- Yes, in the Canton of Zug (include a copy of the purchase contract and state the date you moved in or date of sale)
 Yes, outside the Canton of Zug (include a copy of the purchase contract, any estimates and state the date you moved in or date of sale)

Maintenance contributions (include the ruling/agreement)

from/to: _____

Amount for partner: _____ monthly

Amount for children: _____ monthly

Expenses in 2023 including spouse

Occupational expenses

- No changes versus previous year
- Travel costs between home and workplace
 Workplace Husband: _____
 Wife: _____
 - Price of transport pass for
 Husband: _____ Wife: _____
 - Bicycle Husband: (Yes/no) _____ Wife: (Yes/no) _____
 - Car km Husband: _____ Wife: _____
- Additional expenses for meals outside the home
 Are you obliged to eat outside the home?
 Husband yes no Wife yes no
 - Other work-related expenses (include receipts)
 Cost of rented apartment/room (weekly stay)
 Monthly costs: _____
 Costs for vocational basic and further training: _____

Properties (only for home owners / include receipts)

- Statement of heating/running costs 2023
 Additional tradesmen's bills 2023
 Share of renovation fund as at 31.12.2023
 Debt interest (mortgages)

Miscellaneous expenses (include receipts)

- Paid health insurance premiums 2023, total: _____
 Premium discount 2023, total: _____
 Premiums for life insurance
 Personal AHV/IV (disability insurance) and EO (income compensation) contributions for non-gainfully employed persons
 Donations, allowances and contributions to political parties
 Tenant: Copy of current rental agreement (ZG)
 Third-party childcare
 Consumer loan/credit cards

Pension (include documentation)

- Pillar 3a certificates
- Certificates of payments into your occupation pension fund

Sickness, accident and disability costs

- Optician, dentist, hearing aids, overview of contributions to health insurance costs 2023 (include receipts)

Do you suffer from one of the following?

A flat-rate deduction is no longer possible for diabetes and coeliac disease.

(include receipts for actual additional costs)

- Diabetes
- Coeliac disease
- Aphasia

Do you live in a retirement or care home?

- Yes, include monthly bills for retirement/care home costs 2023

Support (include receipts)

for a person/persons with no assets supported by you

First name, last name, address: _____

Date of birth: _____

Annual allowance: (min. CHF 3,300.-) _____

Degree of kinship: _____

Assets as at 31.12.2023 (including spouse and under-age children who are dependent on the tax-payer)**Securities and other investments**

- Bank accounts only with Zuger Kantonalbank
- Bank accounts with other banks (include statements and other bank documents)
- Lottery winnings (include original winnings receipt and original receipt of purchased ticket)
- Life and annuity insurance policies and current annuities (include certificate of surrender value)

Inheritances

- I have received assets from inheritances.

First name, last name, address of testator: _____

Degree of kinship: _____ Date of death: _____ Amount: _____

Your share: _____ Date of division of inheritance: _____ (include a copy of the inheritance division agreement)

- I was the sole beneficiary of an inheritance (submit a breakdown).

Gifts

- I have received gifts.
- I have made gifts.

from/to first name, last name, address: _____

Date: _____ Amount: _____ Degree of kinship: _____

Loan(s)

- I have granted private loans.
- I have received private loans.

from/to first name, last name, address: _____

Status of the loan as at 31.12.2023: _____

interest paid/received in 2023: _____ (include loan agreement, and interest statement if applicable)

Other assets as at 31.12.2023

Car/Motorcycle:

Make: _____ Year of purchase: _____ Purchase price: _____ Lease
Make: _____ Year of purchase: _____ Purchase price: _____ Lease
Make: _____ Year of purchase: _____ Purchase price: _____ Lease

Other assets (collections, works of art, etc.), designation/value: _____

Lump-sum payout from pension scheme (excl. pension benefits) Wife Husband Total amount: _____ Date: _____ paid by: _____ Pillar 2 (e.g. pension fund) Pillar 3a (personal pension)**Comments**

By signing, you explicitly confirm that Zuger Kantonalbank may – in order to prepare the tax return – process certain sensitive personal data pertaining to you pursuant to Art. 5c FADP (See Art. 5d FADP for an explanation of the term “process”). This relates firstly to the processing of religious affiliation data, as you need to state your religion with a view to paying church tax in your tax return. Secondly, Zuger Kantonalbank may process health-related data or data relating to social welfare measures, depending on the circumstances. Whether a person is receiving a disability pension is relevant for determining the tax burden, and social welfare benefits must be declared. Thirdly, it is possible that data relating to political or trade union affiliations or activities will be processed, as contributions to political parties or trade unions can be taken into account in a tax return. Your consent is voluntary and may be revoked at any time by means of written communication to Zuger Kantonalbank. Reference is also made to the Data Privacy Statement of Zuger Kantonalbank.

Note for new clients:**Please include the definitive tax assessment for 2022 and a copy of the 2022 tax return.**

Telephone (home) _____	Telephone number (work) _____
Mobile _____	E-mail _____
Place and date _____	Signature _____

Please return the checklist, the original tax return and your documents including tax statements from Zuger Kantonalbank (interest and capital statement, tax statement, Pillar 3a certificate) to us.