

## How to send us your file?

1. You can scan your file and send it to us by e-mail **in one PDF file and in order of the check-list** to the email address [info@gva-conseils.ch](mailto:info@gva-conseils.ch)
2. You can send us the **copies** of your documents **in order of the check-list** by mail to the following address:

Route des Jeunes 49, 1227 Carouge (Genève)

**Your attention please, only the copies, the documents will be scanned and destroyed !**

3. You can directly deposit your file at our reception according to the opening hours (from 8:45 AM to 12:00 AM and from 13h45 PM to 18:00 PM every day of the week)

## Procedure

1. We receive your file (with your identifiers for the tax declaration)
2. We prepare your tax declaration from 30 to 60 days
3. We will contact you to arrange an appointment for the signature of your tax declaration and the payment of our fees

## Fees

CHF 120.- single / no real estate (with or without children)

CHF 150.- single / real estate owner (with or without children)

CHF 150.- married / no real estate (with or without children)

CHF 200.- married / real estate owner (with or without children)

CHF 50.- the spouse works as an independent

CHF 50.- for each additional property

CHF 50.- if the spouse works in another *canton*

CHF 5.- copies package (max. 50 sheets)

N.B. Fees to be paid in cash on the day of the appointment (5% surcharge with credit card use)



## CHECK-LIST REFERENCES

1. Single – no real estate – without children
2. Single – no real estate – with children
3. Single – real estate owner – without children
4. Single – real estate owner – with children
5. Married – no real estate – without children
6. Married – no real estate – with children
7. Married – real estate owner – without children
8. Married – real estate owner – with children

Our checklists are available online at the following link: <http://gva-conseils.ch>

**CHECK-LIST**

**SINGLE (DIVORCED/SEPARATE/WIDOWED/CONCUBINAGE)**

**NO REAL ESTATE – NO CHILDREN**

**DOCUMENTS**

Please respect this order

1. Tax declaration and/or registration ID's (*numéro de contribuable AND code déclaration*)
2. Salary certificate
3. 3<sup>rd</sup> pillar A certificate and/or 2<sup>nd</sup> pillar buyout
4. Union dues
5. Wealth statement at 31 December (Switzerland and abroad)   
- Bank accounts, stocks, bonds, dividends, cryptocurrencies, lottery winnings, etc.
6. Bank account maintenance fees
7. Unsecured interests
8. Other income (eg: unemployment allowances, rental income, family allowances, annuities, etc.)
9. Life insurances premiums and/or 3<sup>rd</sup> pillar B certificate
10. Annual health insurance premiums (LaMal and complementary policies)
11. Medical expenses not reimbursed by health insurance (invoices, bills)
12. Training, upgrading, retraining or reintegration expenses (for professional purpose only)
13. Donations (organizations headquartered in Switzerland only)

**INFORMATION & SUPPORTING**

- If you are divorced, do you receive or pay any pension?
  - If yes, what amount? (divorce decree)

**UNNECESSARY DOCUMENTS (DO NOT SEND US)**

Monthly payslips, public transport tickets, toll tickets, year-round bank statement, copy of work permit or passport, parking space invoice, internet printing of your itinerary, pension certificate.

**CHECK-LIST**

**SINGLE (DIVORCED/SEPARATE/WIDOWED/CONCUBINAGE)**

**NO REAL ESTATE – WITH CHILDREN**

**DOCUMENTS**

Please respect this order

1. Tax declaration and/or registration ID's (*numéro de contribuable* AND *code déclaration*)
2. Salary certificate (you and your spouse)
3. 3<sup>rd</sup> pillar A certificate and/or 2<sup>nd</sup> pillar buyout (you and your spouse)
4. Union dues
5. Wealth statement at 31 December (Switzerland and abroad)   
- Bank accounts, stocks, bonds, dividends, cryptocurrencies, lottery winnings, etc.
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8. Other income (eg: unemployment allowances, rental income, family allowances, annuities, etc.)
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11. Medical expenses not reimbursed by health insurance (invoices, bills)
12. Training, upgrading, retraining or reintegration expenses (for professional purpose only)
13. Donations (organizations headquartered in Switzerland only)
14. Childcare expenses (invoices or bills)

**INFORMATION & SUPPORTING**

- If you are divorced, do you receive or pay any pension?
  - If yes, what amount? (divorce decree)
  - If not, do you have an alternate custody or are you a single parent?
- If you are living with your partner (*concubinage*), is your income higher than that his/hers?
  - If yes, please bring his/hers salary certificate
- Do you have a major child under study during the year?
  - If yes, please bring a study certification

**UNNECESSARY DOCUMENTS (DO NOT SEND US)**

Monthly payslips, public transport tickets, toll tickets, year-round bank statement, copy of work permit or passport, parking space invoice, internet printing of your itinerary, pension certificate.



**CHECK-LIST**

**SINGLE (DIVORCED/SEPARATE/WIDOWED/CONCUBINAGE)**

**REAL ESTATE OWNER – NO CHILDREN**

**DOCUMENTS**

Please respect this order

- |  |                          |
|--|--------------------------|
| 1. Tax declaration and/or registration ID's ( <i>numéro de contribuable AND code déclaration</i> )   | <input type="checkbox"/> |
| 2. Salary certificate  | <input type="checkbox"/> |
| 3. 3 <sup>rd</sup> pillar A certificate and/or 2 <sup>nd</sup> pillar buyout   | <input type="checkbox"/> |
| 4. Union dues  | <input type="checkbox"/> |
| 5. Wealth statement at 31 December (Switzerland and abroad)<br>- Bank accounts, stocks, bonds, dividends, cryptocurrencies, lottery winnings, etc. | <input type="checkbox"/> |
| 6. Bank account maintenance fees   | <input type="checkbox"/> |
| 7. Copy of the notarial deed of your property<br>- Only if purchases or sold during the year or if you are a new client                            | <input type="checkbox"/> |
| 8. Questionnaire of the annual gross rental value of your property   | <input type="checkbox"/> |
| 9. Maintenance costs for your property<br>- Renovation bills or energy saving, condominium fees, <i>Minergie</i> certificate, etc.                 | <input type="checkbox"/> |
| 10. Unsecured and/or mortgage interests<br>- Summary or annual certificate. Amortization table not allowed.  | <input type="checkbox"/> |
| 11. Mortgage insurance premiums  | <input type="checkbox"/> |
| 12. Other income (eg: unemployment allowances, rental income, family allowances, annuities, etc.)  | <input type="checkbox"/> |
| 13. Life insurances premiums and/or 3 <sup>rd</sup> pillar B certificate   | <input type="checkbox"/> |
| 14. Annual health insurance premiums (LaMal and complementary policies)  | <input type="checkbox"/> |
| 15. Medical expenses not reimbursed by health insurance (invoices, bills)  | <input type="checkbox"/> |
| 16. Training, upgrading, retraining or reintegration expenses (for professional purpose only)  | <input type="checkbox"/> |
| 17. Donations (organizations headquartered in Switzerland only)  | <input type="checkbox"/> |

**INFORMATION & SUPPORTING**

- Year of construction and date of occupancy of your property?
- If you are divorced, do you receive or pay any pension?
  - If yes, what amount? (divorce decree)

**UNNECESSARY DOCUMENTS (DO NOT SEND US)**

Monthly payslips, public transport tickets, toll tickets, year-round bank statement, copy of work permit or passport, parking space invoice, internet printing of your itinerary, pension certificate.

**CHECK-LIST**

**SINGLE (DIVORCED/SEPARATE/WIDOWED/CONCUBINAGE)**

**REAL ESTATE OWNER– WITH CHILDREN**

**DOCUMENTS**

Please respect this order

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|--|--------------------------|
| 1. Tax declaration and/or registration ID's ( <i>numéro de contribuable AND code déclaration</i> )   | <input type="checkbox"/> |
| 2. Salary certificate  | <input type="checkbox"/> |
| 3. 3 <sup>rd</sup> pillar A certificate and/or 2 <sup>nd</sup> pillar buyout   | <input type="checkbox"/> |
| 4. Union dues  | <input type="checkbox"/> |
| 5. Wealth statement at 31 December (Switzerland and abroad)<br>- Bank accounts, stocks, bonds, dividends, cryptocurrencies, lottery winnings, etc. | <input type="checkbox"/> |
| 6. Bank account maintenance fees   | <input type="checkbox"/> |
| 7. Copy of the notarial deed of your property<br>- Only if purchases or sold during the year or if you are a new client                            | <input type="checkbox"/> |
| 8. Questionnaire of the annual gross rental value of your property   | <input type="checkbox"/> |
| 9. Maintenance costs for your property<br>- Renovation bills or energy saving, condominium fees, Minergie certificate, etc.                        | <input type="checkbox"/> |
| 10. Unsecured and/or mortgage interests<br>- Summary or annual certificate. Amortization table not allowed.  | <input type="checkbox"/> |
| 11. Mortgage insurance premiums  | <input type="checkbox"/> |
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| 13. Life insurances premiums and/or 3 <sup>rd</sup> pillar B certificate   | <input type="checkbox"/> |
| 14. Annual health insurance premiums (LaMal and complementary policies)  | <input type="checkbox"/> |
| 15. Medical expenses not reimbursed by health insurance (invoices, bills)  | <input type="checkbox"/> |
| 16. Training, upgrading, retraining or reintegration expenses (for professional purpose only)  | <input type="checkbox"/> |
| 17. Donations (organizations headquartered in Switzerland only)  | <input type="checkbox"/> |
| 18. Childcare expenses (invoices or bills)   | <input type="checkbox"/> |

**INFORMATION & SUPPORTING**

- If you are divorced, do you receive or pay any pension?
  - If yes, what amount? (divorce decree)
  - If not, do you have an alternate custody or are you a single parent?
- If you are living with your partner (*concubinage*), is your income higher than that his/hers?
  - If yes, please bring his/hers salary certificate
- Do you have a major child under study during the year?
  - If yes, please bring a study certification

**UNNECESSARY DOCUMENTS (DO NOT SEND US)**

Monthly payslips, public transport tickets, toll tickets, year-round bank statement, copy of work permit or passport, parking space invoice, internet printing of your itinerary, pension certificate.

**CHECK-LIST**

**MARRIED – NO REAL ESTATE – NO CHILDREN**

**DOCUMENTS**

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1. Tax declaration and/or registration ID's (*numéro de contribuable* AND *code déclaration*)
2. Salary certificate (you and your spouse)
3. 3<sup>rd</sup> pillar A certificate and/or 2<sup>nd</sup> pillar buyout (you and your spouse)
4. Union dues
5. Wealth statement at 31 December (Switzerland and abroad)   
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7. Unsecured interests
8. Other income (eg: unemployment allowances, rental income, family allowances, annuities, etc.)
9. Life insurances premiums and/or 3<sup>rd</sup> pillar B certificate
10. Annual health insurance premiums (LaMal and complementary policies)
11. Medical expenses not reimbursed by health insurance (invoices, bills)
12. Training, upgrading, retraining or reintegration expenses (for professional purpose only)
13. Donations (organizations headquartered in Switzerland only)

**INFORMATION & SUPPORTING**

- If you are divorced and remarried, do you receive or pay any pension?
  - If yes, what amount? (divorce decree)

**UNNECESSARY DOCUMENTS (DO NOT SEND US)**

Monthly payslips, public transport tickets, toll tickets, year-round bank statement, copy of work permit or passport, parking space invoice, internet printing of your itinerary, pension certificate.

**CHECK-LIST**

**MARRIED – NO REAL ESTATE – WITH CHILDREN**

**DOCUMENTS**

Please respect this order

- |     |   |                          |
|-----|---|--------------------------|
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| 9.  | Life insurances premiums and/or 3 <sup>rd</sup> pillar B certificate  | <input type="checkbox"/> |
| 10. | Annual health insurance premiums (LaMal and complementary policies)   | <input type="checkbox"/> |
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| 13. | Donations (organizations headquartered in Switzerland only)   | <input type="checkbox"/> |
| 14. | Childcare expenses (invoices or bills)  | <input type="checkbox"/> |

**INFORMATION & SUPPORTING**

- If you are divorced and remarried, do you receive or pay any pension?
  - If yes, what amount? (divorce decree)
- Do you have a major child under study during the year?
  - If yes, please bring a study certification

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**CHECK-LIST**

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