

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
2. You can send us the copies of your documents in order of the check-list by mail to the following address. **Only the copies, the documents will be scanned and destroyed.**

Route des Jeunes 49, 1227 Carouge (Genève)


3. You can directly deposit your file in order of the check-list at our reception according to the opening hours
(from 8:45 AM to 12 AM and from 13h45 PM to 18 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

To be paid on site on the day of the appointment

Single CHF 130.- -----  + CHF 50.- per each property	Married CHF 170.- -----  + CHF 50.- per each property
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Extra-Fees

- + CHF50.- in EXPRESS only on request (done in less than 7 business days)
- + CHF50.- the spouse works as an independent
- + CHF50.- for each additional property
- + CHF 5.- copies package (max. 50 sheets)

N.B. Cash payments receive a discount of CHF 10.- on the total amount

**all our prices are shown exclusive of tax*

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 declaration*)
 2. Salary certificate
 3. 3rd pillar A certificate and/or 2nd 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 3rd 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. 3rd pillar A certificate and/or 2nd pillar buyout (you and your spouse)
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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

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CHECK-LIST

SINGLE (DIVORCED/SEPARATE/WIDOWED/CONCUBINAGE)

REAL ESTATE OWNER – NO CHILDREN

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5. Wealth statement at 31 December (Switzerland and abroad)
- Bank accounts, stocks, bonds, dividends, cryptocurrencies, lottery winnings, etc.
6. Bank account maintenance fees
7. Copy of the notarial deed of your property
- Only if purchases or sold during the year or if you are a new client
8. Questionnaire of the annual gross rental value of your property
9. Maintenance costs for your property
- Renovation bills or energy saving, condominium fees, *Minergie* certificate, etc.
10. Unsecured and/or mortgage interests
- Summary or annual certificate. Amortization table not allowed.
11. Mortgage insurance premiums
12. Other income (eg: unemployment allowances, rental income, family allowances, annuities, etc.)
13. Life insurances premiums and/or 3rd pillar B certificate
14. Annual health insurance premiums (LaMal and complementary policies)
15. Medical expenses not reimbursed by health insurance (invoices, bills)
16. Training, upgrading, retraining or reintegration expenses (for professional purpose only)
17. Donations (organizations headquartered in Switzerland only)

INFORMATION & SUPPORTING

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

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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

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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

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CHECK-LIST

MARRIED – NO REAL ESTATE – NO CHILDREN

DOCUMENTS

Please respect this order

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

INFORMATION & SUPPORTING

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

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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?
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