



## 2011 Tax Documentation for U.S. Tax Return

### Other Tax Returns needed:

1. A copy of your 2011 Swiss Tax Return
2. A copy of your 2010 U.S. Tax Return (Federal and State), if not prepared by AIT Services
3. A copy of your 2009 and 2008 U.S. Tax Returns **ONLY** if you changed preparers during the last 3 years or had prepared all returns yourself

### Income:

4. Wage Statements. If you worked less than one full year in Switzerland we need the monthly statements too.
5. Your employer's contributions to your employee pension plan. This is NOT listed on your salary statements but should be provided in a separate Pension statement (Vorsorgeausweis or Attestation de Prévoyance) by your pension plan administrator.
6. Employee Stock Option award, purchase and exercise details
7. Employee stock that became unrestricted during 2011 (number of shares and market value plus purchase cost, if any)
8. Pension or Retirement Income
9. Interest and Dividend Income
10. State Income Tax Refund Amount
11. Social Security Income
12. Unemployment Income
13. Commissions Received
14. Sales of Stocks, Bonds, Futures and Options (please include statements showing sale AND purchase information)
15. Self-Employed Business/Farm Income and Expenses
16. Lottery or Gambling Winnings and Losses
17. Income and Expenses from Rental Properties you own (include full property address, names of and relationship to tenants)
18. Income from Partnerships, S Corporations, Trusts and Estates
19. IRA/401K Distributions, including rollover distributions
20. Alimony Received
21. Record of Purchase or Sale of Real Residence

### **Itemized Deductions (only needed if your total itemized deductions are higher than your standard deduction of \$5,800 or \$11,600 if 'married filing jointly'):**

22. Medical, Eye Care, and Dental Expenses, including insurance premiums\*
23. Cash and Noncash Charitable Donations
24. Mortgage or Home Equity Loan Interest Paid for all homes you own
25. Real Estate and Personal Property Taxes
26. Unreimbursed Employment-Related Expenses\*
27. Job-Related Educational Expenses\*
28. Educator Expenses
29. Investment Expenses\*
30. Tax Return Preparation Fees paid in 2011 (if not prepared by AIT Services)\*

\* These items are only partially deductible



**Other Deductions:**

31. Alimony Paid
32. Retirement and Pension Plan Contributions
33. Self-Employment Tax Payments, if self-employed (or proof of Swiss AHV payments)
34. Child Care Expenses & Provider Information (only if filing jointly and both spouses work)
35. Moving Expenses if you moved more than 50 miles to a new workplace
36. Home Improvement Expenses for homes you own
37. Tuition and Education Fees
38. Student Loan Interest
39. Commissions Paid
40. Casualty/Theft Losses
41. Other Interest Paid

**Income Taxes Already Paid or Owed**

42. Estimated 2011 U.S. Income Taxes Paid
43. U.S. State and Local Tax Payments
44. Swiss Taxes actually paid in 2011 (including withholding taxes plus any other cash payments you made, even if for prior tax years)
45. Definitive Swiss Tax invoices for 2011 or Swiss tax estimate for 2011 that was provided with your 2011 Swiss tax return

**Expat Information:**

46. Travel dates to and from the U.S. and how many days for each trip were for business
47. If you rent your current residence, we need your rental, utility (excluding telephone and cable), garage, insurance and repair expenses
48. If you maintain a home in the U.S., address of that home including zip code

**New Client Information (for all family members and dependents, if applicable):**

49. Name
50. Address
51. Telephone numbers
52. Occupation
53. Social Security or ITIN numbers
54. Birthdates
55. Date (month/day/year) you established residency in your current country (if you've lived in more than one country since leaving the U.S., provide dates for all)
56. Type of permit you obtained when establishing your current residence
57. Countries of citizenship



## 2011 Tax Documents for Other Services

### **For the preparation of your Form TDF 90-22.1 "Report of Foreign Bank and Financial Accounts" (otherwise known as the FBAR):**

58. For each of your Foreign Bank, Securities or Other Financial Accounts including retirement accounts NOT held by your employer (ie., non-U.S. accounts):
- bank name and address
  - account number
  - account holder(s)
  - type of account
  - the actual MAXIMUM value during 2011
  - value of each account on Dec. 31, 2011

### **Additional documents for the coordination of your Swiss tax return:**

59. A copy of your 2010 Swiss tax return, if you did not provide it to us last year
60. Date you began working in Switzerland
61. Address on Jan. 1<sup>st</sup> 2011 and address on December 31<sup>st</sup> 2011 if we don't already have them
62. Nationality of each family member
63. Religious denomination of each family member
64. Expenses for education for each family member
65. Current type of permit for each family member
66. Name and place of school for each child
67. Names of any children that are NOT registered in your household
68. Do you work full-time or part-time? If part-time, what percent?
69. How do you travel to work: bus, train, car, etc?
70. Do you travel home for lunch?
71. What is your total annual cost of using public transportation if applicable?
72. Your number of working days in 2011
73. The December 31<sup>st</sup> value of all of your assets worldwide such as:
- cash
  - securities and other financial accounts
  - property (cars, boats, art, jewelry, precious metals and collectibles, etc)
  - loans you have made to others
  - annuities or life insurance policies with a surrender value.
74. The December 31<sup>st</sup> value of all of your liabilities worldwide including:
- credit card balances
  - mortgages
  - outstanding loans
  - any other amount owed
75. For each residential or commercial property you own:
- the year of construction
  - year of purchase
  - purchase price, market value or Swiss tax value
  - number of bedrooms