



# Application for a retrospective ordinary assessment (ROA) for residents

Steuerverwaltung des Kantons Bern  
Quellensteuer / NOV  
Postfach  
3001 Bern

For tax year

If you do not indicate a tax year, we will assume it is the previous year.

You can also send the completed form by email to [nov.sv@be.ch](mailto:nov.sv@be.ch).

## Applicant

Sex  Male  Female

AHV No

ZPV No

Surname

First name

Street/No

Postcode/Town

Email

Date of birth

## Spouse or registered partner

Sex  Male  Female

AHV No

ZPV No

Surname

First name

Street/No

Postcode/Town

Email

Date of birth

Date of birth of child(ren) (separate the dates for two or more children with a comma, e.g.: 1.1.2014, 3.6.2016, 6.9.2018)

## Address of representative in Switzerland (mandatory if applicant is resident abroad)

Surname  Street/No

First name  Postcode/Town

Documents such as decisions and tax assessment rulings will be sent to this person.

## Bank account details

Account holder  Account No

Name of bank/Town  IBAN

## Reasons

- I am resident in Switzerland and would like a retrospective ordinary assessment (Art. 114b Taxation Act (TaxA) and Art. 8 Ordinance on Tax at Source (TASO)).
- I am resident in Switzerland and have taxable assets of more than CHF 150,000 (Art. 114a para. 1 lit. b TaxA and Art. 7 para.1 lit. b TASO).
- I am resident in Switzerland and have earned additional taxable revenues of at least CHF 3000, e.g. self-employed work, revenues from moveable or immovable assets, child support, widow's or orphan's pensions (Art. 114a para. 1 lit. b TaxA and Art. 7 para. 1 lit. c TASO).
- I own a property outside Switzerland with an official value of at least CHF 300,000 or receive income from the property of at least CHF 6000.

>>> Please do not fasten the documents together (i.e. do not use a stapler or paper clips).

## Filing the tax declaration

After we have reviewed and approved your application for an ROA, you will receive the tax declaration form or the access data for TaxMe-Online.

- I intend to complete the tax declaration on the internet using TaxMe-Online
- I intend to file the tax declaration on papier

## Employer

I have worked for the following employers or claimed the following insurance benefits in the year to which the application relates:

Name	[REDACTED]				
Place	[REDACTED]	from	[REDACTED]	to	[REDACTED]
Name	[REDACTED]				
Place	[REDACTED]	from	[REDACTED]	to	[REDACTED]
Name	[REDACTED]				
Place	[REDACTED]	from	[REDACTED]	to	[REDACTED]

**Important:** Attach copies of all **annual salary certificates** or other certificates.

## Number of working days abroad / in Switzerland and working remotely

I worked exclusively in Switzerland  Yes  No

If 'No':

My workplace was located abroad / located in Switzerland  
Number of days per year working abroad [REDACTED] / [REDACTED] working in Switzerland

I worked remotely from abroad or in Switzerland.  
Number of days per year working abroad [REDACTED] / [REDACTED] working in Switzerland

I am self-employed.  
Canton [REDACTED] Commune [REDACTED]

## Property

I own a property in Switzerland or abroad.  
Date of acquisition [REDACTED] Location [REDACTED]

## Remarks

[REDACTED]

## Confirmation

I/we confirm that the foregoing information is true and complete

Place/Date	[REDACTED]	Place/Date	[REDACTED]
Signature of applicant	[REDACTED]	Signature of spouse or registered partner	[REDACTED]

## Important information

- The processing of an ROA takes an average of 9–12 months from filing the tax declaration.
- An ROA is governed by the ordinary procedural provisions. The income and wealth taxes due are calculated on the basis of the completed tax declaration. The taxes at source already paid are credited without interest.
- Persons resident in Switzerland may only apply for an ROA once; thereafter an ROA will be made on a mandatory basis until they are no longer required to pay tax at source.
- Persons resident abroad must apply for an ROA every year.
- The application form must be submitted by **31 March of the following year**. Applications submitted after the deadline will not be accepted.
- For the persons leaving Switzerland the deadline for submitting the application is the date on which they cease to be registered as resident in their commune (if deregistration is not carried out properly, the deadline is deemed to have expired).
- The form must be completed truthfully and in full.
- Married couples and registered partners must both sign the application.
- Once an application has been duly submitted within the relevant deadline, it may not be withdrawn.
- In the ROA procedure, the person liable to pay tax at source will be taxed on the basis of the effective federal, cantonal and communal rates. This may result in an effectively lower or higher tax burden compared to the previous tax at source burden.
- The information will not be transferred from the form to your tax return. The tax return must be completed in full after receipt.