Financial office in (state the city) ..…………………………..

Territorial workplace in ……………………….

**Request for the issuance of a tax residence certificate for natural persons**

Name and surname of the applicant: ………………………………………………….……………………………….

Date of birth (DD.MM.YYYY ) and birth number if assigned: ……………..…………………………………………

Passport or ID card number: …...…………………..…………………………………………………………………

Country of citizenship: …...…………………..…………………………………………………………………

Telephone number and e-mail: …...…………………..……………………………………………………………

**I am hereby requesting the issuance of a Certificate of tax domicile in the Czech Republic**

**For the tax period (year od from - to)** 1) **….…………….....................or to the specific date** 1) …………..……

**Name of the second State (other than the Czech Republic):** ………….....................................................

Purpose of use of the Certificate *(specify)*: ……………………………………………………….

Address of the last residence before arriving to the Czech Republic: …….............................................

………….....................................................………….....................................................………….............

........................………….....................................................………….....................................................

*The Certificate of tax residence (domicile) can be issued only after the tax residence is proved in accordance with condition of the Section 2 of the Income Tax Act No. 586/1992 Coll and in accordance of bilateral Convention on the avoidance of double taxation between the Czech Republic and the relevant second State for which the Certificate is requested, provided that this Convention is concluded.*

**The applicant fills in the application fields that are relevant in his case.**

**Information on proving tax residency in the Czech Republic – the following facts are valid for the period (as of the date) for which Certificate is required:**

INFORMATION ABOUT PERMANENT APPARTMENT AND LENGTH OF STAY IN THE CZECH REPUBLIC:

1. Date of arrival in the Czech Republic:...................................................................................................

1. a. Number of days spent in the Czech Republic in the tax period:...........................................................

2. Type of residence (circle the actual situation):

permanent residence in the Czech Republic

short-term visa

long-term visa

temporary protection visa

temporary tolerance visa

temporary residence – citizen of the so-called 3rd state

Other..................................................................

(**submit proof of residence in the Czech Republic**)

3. Reason for stay in the Czech Republic: ......................................................................................................

4. Expected length of stay in the Czech Republic (how long do I intend to stay in the Czech Republic):

............................................................................................................................ ......

5. I have a residence in the Czech Republic = I have a permanent apartment (place) in the ČR where I intend (want) to reside permanently.......................................

YES NO

If so, please provide an address in the Czech Republic: ................................................. ................................

............................................................................................................................................................

**(submit proof of residence in the Czech Republic – e.g. purchase contract, lease agreement, accommodation agreement, etc.)**

6. I have a permanent apartment (place) abroad: YES NO \*

If so, the address abroad is:.......................................................................................

……………………………………………………………………………………………………………………….

If not, explain: ....................................................................................................

7. I intend to return to my home country YES NO \*

If so, in what time frame:....................................................................................................................

**INFORMATION REGARDING THE ECONOMIC INTERESTS OF THE TAXPAYER**:

**Source of income in the territory of the Czech Republic:**

8. I received/receive income from employment performed in the Czech Republic YES NO\*

**(state the employer and submit, for example, an employment contract/agreement to complete a job/agreement to perform work)**

……………………………………………………………………………………………………………………….

9. I have been doing business in the Czech Republic, I have income from business YES NO \*

**(state the subject of business, ID number**)

……………………………………………………………………………………………………………………….

10. In the Czech Republic, I have received/receive additional income:

from capital assets YES NO \*

from rent YES NO \*

pension YES NO \*

other income (specify) .............................................................................................

………………………………………………………………………………………………………………………

**Source of income outside the territory of the Czech Republic**:

11. Abroad – state the country(s) ............................................................................................

I receive the following income: from employment YES NO \*

 from business YES NO \*

 from capital assets YES NO \*

 from real estate rental YES NO \*

pension YES NO\*

 Other income YES NO \*

**Other economic interests:**

12. I am insured for medical care in the Czech Republic YES NO \*

**(submit proof of health insurance in the Czech Republic)**

I am insured abroad YES NO \*

If so, in which state(s) ...................................................................................

13. I have a bank account in the Czech Republic YES NO \*

 I have a bank account abroad YES NO \*

If so, in which state(s) ..................................................................................

14. I am repaying a loan in the Czech Republic YES NO \*

 I am repaying a loan abroad YES NO \*

If so, in which country(s) ............................................................

15. I own real estate in the Czech Republic YES NO \*

 I own real estate abroad YES NO \*

If so, in which state(s) ...................................................................................

**INFORMATION ON THE TAXPAYER'S PERSONAL INTERESTS:**

16. I am married, I have a registered partner: YES NO \*

If so, include **the name, surname and date of birth** of the spouse or partner):

……………………………………………………………………….……………………………………….. and

the spouse, partner / partner lives (state his/her address): .. ………..…………………………….

..........................................................................................................................................................

(**to submit, for example, a marriage certificate, a residence permit for the spouse in the Czech Republic and proof of health insurance for the spouse in the Czech Republic**)

17. I have a permanent partner: YES NO \*

If so, include the name of the partner) .................................................................... and

the partner lives (state his/her address): .........................................................................

.........................................................................................................................................................

18. I have children: YES NO \*

If so, please provide the names, surnames and dates of birth of the children: ....................................................

…..……………………………………………………………………………………………………………

Children live in the Czech Republic YES NO \*

at the address: ...................................................................................................

 in another country YES NO \* (indicate country: .............................................)

at the address: …………….……………………………………………………………………………………..

Children attend kindergarten or school in the Czech Republic: YES NO \*

Children attend kindergarten, school abroad: YES NO \*(specify country): ....................................)

(**to submit, for example, birth certificates of children, children's residence permit in the Czech Republic, proof of health insurance for children in the Czech Republic, proof of attendance at kindergarten/school**)

19. My interest activities (participation in interest groups, associations, etc.) are mainly concentrated:

In the Czech Republic YES NO \*

In another country YES NO \* (indicate the state: .......................................................)

.......................................................................................................................................................................

**I am aware that as a tax resident of the Czech Republic, I have a tax liability in the Czech Republic, which applies to both income from sources in the Czech Republic and income from sources abroad. I am not aware of the facts according to which a foreign state with which the Czech Republic conducts a double taxation treaty could consider me a tax resident. In the event of a change in the above facts, I am obliged to notify the tax administrator of these changes. If there is a change in the facts based on which the certificate was issued, it cannot be used.**

**Issued Certificate:** 3)

* I will pick it up in person (indicate the contact phone number)
* I request to send it to my home address (or to another address - specify*)* 1)

......................................................................................................................................................................

......................................................................................................................................................................

* I require it to be send electronically to the data box (enter the data box ID *)*............................................

Date and place of application.....................................................

The applicant's signature………………………………………………….....

Issuance of confirmation is subject to administrative fees according to Act No. 634/2004 Coll., on administrative fees, as amended. Each tax period is assessed separately for the purposes of tax residency, and in that case the corresponding number of certificates is issued, e.g. the issuance of multiple certificates for one tax period, etc. is also assessed individually. The administrative fee for issuing the original certificate in the amount of CZK 100 can be paid:

* by postal order through a payment service provider
* in cash at the cash register or
* by non-cash transfer from the account maintained by the payment service provider to the account of the relevant Financial Office.