

Tax office in, at, for (enter the region) .....

Local branch of the tax office in, at, for .....

## Request for tax residence certificate for individuals

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

Date of birth (DD.MM.YYYY) and personal ID number <sup>1</sup>: .....

Passport or ID card number or other ID document number: .....

Citizenship: .....

Contact telephone number and e-mail: .....

**I hereby request that the Czech tax residence certificate is issued**

**for tax period (please enter a calendar year or a period from-to) .....**

**or as the date of .....**

**to be used in ..... (enter the name of the country).**

Please enter the purpose of usage of the certificate:

.....

Last residence before arrival in the Czech Republic (hereinafter only „CR“):

.....

.....

*Tax residence certificate can be issued only after the tax residency in the Czech Republic was proved in accordance with the conditions set out in Section 2 of the Czech Law no. 586/1992 Coll., the Income Tax Act, as amended, as well as in accordance with the international treaty on the avoidance of double taxation concluded between the Czech Republic and the country for which the certificate is requested, as long as the treaty is in effect.*

**The applicant shall fill in the parts of the request that are applicable in his/her case.**

<sup>1</sup> If personal ID number has been assigned

**Information required to prove your tax residency in the territory of the Czech Republic  
– the facts given below are valid for period (as the date of) for which the certificate  
is requested:**

**INFORMATION ON PERMANENT FLAT AND THE LENGTH OF YOUR STAY IN THE CR:**

1. Date of arrival in the CR:.....

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

2. Type of residence (*mark the appropriate option*): permanent residence in the CR  
short stay visa  
long term visa  
visa for the purpose of temporary protection  
visa for the purpose of temporary acquiescence  
temporary residence – citizen of the so-called 3<sup>rd</sup>  
country  
other .....

***(please submit the evidence of your stay in the CR)***

3. Purpose for your residence in the CR:  
.....

4. The expected length of your stay in the CR (how long I intend to stay in the CR):  
.....

5. I reside in the CR = I have a permanent flat in the CR (place of residence), in which I intend (want)  
to stay permanently

YES NO \*

If yes, enter your address in the CR: .....

***(please submit the evidence of your place of residence in the CR – e.g. the purchase  
agreement, lease agreement, accommodation contract, etc.)***

6. I have a permanent flat (place of residence) abroad: YES NO \*

If yes, enter your address outside the CR: .....

If not, explain: .....

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

If yes, within what time scale: .....

\*) Please circle the appropriate answer

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

**Source of income in the territory of the CR:**

8. I received/I receive income from employment carried out within the territory of the CR YES NO\*

*(enter the name of the employer and submit e.g. the employment contract/part time contract/agreement to perform work)*

9. I ran a business/run a business, I have income from business in the CR YES NO\*  
*(specify the field of business, enter the registration number)*

10. In the CR I received/I receive other income:

from capital YES NO \*

from leasing/rental YES NO \*

pension YES NO \*

other income *(please specify)* .....

**Source of income outside the territory of the CR:**

11. Abroad – please enter the country/countries .....

I receive the following income: from employment YES NO \*  
from business activities YES NO \*  
from capital YES NO \*  
from leasing/rental YES NO \*  
pension YES NO \*  
other income YES NO \*

**Other economic interests:**

12. I have health insurance in the CR YES NO \*  
*(submit evidence on health insurance in the CR)*

I have health insurance abroad YES NO \*

If yes, enter the country/countries .....

13. I have opened a bank account in the CR YES NO \*

I have opened a bank account abroad YES NO \*

If yes, enter the country/countries .....

\*) Please circle the appropriate answer

14. I am repaying a loan in the CR YES NO \*  
I am repaying a loan abroad YES NO \*  
If yes, enter the country/countries .....

15. I own real estate in the CR YES NO \*  
I own real estate abroad YES NO \*  
If yes, enter the country/countries .....

**INFORMATION ON PERSONAL INTERESTS OF THE TAXPAYER:**

16. I am married, I have a registered partner: YES NO \*  
If yes, enter his/her name, surname, and the date of birth of the husband/wife, partner):  
.....  
and my husband / wife, partner lives in, at (**enter the address**): .....

**(submit e.g. marriage certificate, residence permit of your husband/wife in the CR and evidence of health insurance of your husband/wife in the CR)**

17. I have a stable partner: YES NO \*  
If yes, enter the name of the partner .....

and the partner lives in, at (**enter the address**): .....

18. I have children: YES NO \*  
If yes, enter their name, surname and the date of birth: .....

The children live: in the CR YES NO \*  
at the address: .....

in other country YES NO \* (enter the country: .....)  
at the address: .....

The children attend a kindergarten/nursery, school in the CR: YES NO \*

The children attend a kindergarten/nursery, school abroad: YES NO\*  
(enter the country: .....)

**(submit e.g. birth certificates of the children, residence permit for the children to stay in the CR, evidence of health insurance of the children in the CR, evidence of attendance a kindergarten/nursery school)**

19. My leisure activities (participation in clubs, associations, etc.) are mostly concentrated:  
In the CR YES NO \*  
In other country YES NO \* (enter the country: .....)

\*) Please circle the appropriate answer

I declare that I am aware of the fact that, being a tax resident of the Czech Republic I am liable to tax in the Czech Republic as regards my income derived from the sources in the Czech Republic as well as derived from the sources abroad. I further declare that I am not aware of any fact that could lead a foreign country (having in effect an international treaty on the avoidance of double taxation with the Czech Republic) to consider myself as its own tax resident. Should there be subsequent changes affecting any of my above given statements, I am obliged to report them in due course to my Czech tax administrator. Should there be changes in facts based on which the certificate was issued the certificate cannot be used.

**The issued certificate: <sup>2</sup>**

- will be collected personally by myself (*enter your contact telephone number*):.....
- shall be sent to my residence address (*or to a different address – please specify*)  
.....
- shall be sent electronically to the data box (*enter ID of the data box*) .....

Date and place where the request was submitted: .....

Signature of the applicant:.....

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The issuance of the certificate is subject to a fee in accordance with the Czech Law no. 634/2004 Coll., on Administrative Fees, as amended. Each tax period is considered separately for the purpose of tax residency. As a result, more than one certificate is issued if the request relates to more than one tax period. Likewise, multiple requests relating to the same tax period are considered separately. The administrative fee of CZK100 chargeable for the issuance of a single original certificate could be paid as follows:

- by attaching a revenue stamp;
- by a postal voucher via the provider of postal services;
- in cash at the cash desk of a Tax Office, or
- by money transfer to the bank account of the appropriate Tax Office.

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<sup>2</sup> Please circle the chosen option and/or provide additional information