

**REQUEST FOR TAX RESIDENCE CERTIFICATE
FOR PRIVATE INDIVIDUALS**

Name and surname of the applicant:

Date of birth and personal ID number (or passport number):

Address of residence (permanent flat) / stay in the Czech Republic:

Address of residence / stay abroad:

Contact information (phone number, e-mail):

I hereby request that the Czech tax residence certificate is issued
for the tax period of (please state a calendar year or a period from-to) ¹⁾
or as of the date of ¹⁾

The certificate is requested for the following purpose (*please state*):

The certificate is requested for the following country (*please state the name of the country other than the Czech Republic*):

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., on Income Taxes, as later 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.

Information needed in order to prove your tax residency on the territory of the Czech Republic, according to Section 93 of the Czech Law no. 280/2009 Coll., the Tax Code, as later amended (please state the facts valid in the period for which the certificate is requested):

My residence (permanent flat) for the tax purposes and the length of stay in the Czech Republic during the above given time period is/was (*please state the address and the time in calendar days spent in the Czech Republic*) ²⁾:

.....

I also have / had permanent flat abroad (*please state your address abroad*):

.....

I am / was married and my husband/wife (*please state his/her full name*) shares / shared the same household with me at the following address (*please state*):

.....

I have children (*please state their full names*) and they live / lived in the same household with me at the following address (*please state*):

.....

.....

I receive / received income in the Czech Republic and / or abroad (*please state the type of income, for example employment income / entrepreneurial activities income / rent income / capital income / pension income / other income*):

.....

.....
Other facts – for example ownership of a bank account or right of disposal to a bank account in the Czech Republic, ownership or lease of immovable property, and other relevant information (*please state*):
.....

Please prove your Czech tax residency by providing evidence as regards the address of your residence/place of stay (permanent flat), length of your stay in the Czech Republic, length of your employment in the Czech Republic, place of stay of your family (for example by providing a house/flat lease agreement, Czech temporary residence permit, employment contract, residence documents of your husband / wife and / or children, or other relevant documents), or by making a declaration into a protocol written by your Czech tax administrator.

I declare that I am aware of the fact that, being a tax resident of the Czech Republic, I have tax liability 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 which could lead a foreign country (having in effect an international treaty on the avoidance of double taxation with the Czech Republic) to considering 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.

I request that the certificate: ³⁾

- will be picked up personally by myself (*please state your contact phone number*):
- shall be sent to the address of my residence stated above or to the following address ¹⁾ (*please state*):
.....
- shall be sent electronically to the data box (*please state the data box ID*):

Date and place where the request was filed:

Signature of the applicant:

The issuance of the certificate is subject to a fee in accordance with the Czech Law no. 634/2004 Coll., on Administrative Fees, as later amended. Each taxation 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 taxation period. Likewise, multiple requests relating to the same taxation 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, or
- by a postal voucher via the provider of postal services, or
- in cash at the cash desk of a Tax Office, or
- by money transfer to the bank account of the appropriate Tax Office.

1) Please cross out the option you do not wish to use.

2) Place of residence (permanent flat) on the territory of the Czech Republic (i.e. a place, where the applicant has a permanent flat under such circumstances that lead to the assumption that the applicant intends to stay in this flat permanently) during the period stated in the request for the certificate or as of the date the request for certificate is made. If the applicant has no place of residence (permanent flat) in the Czech Republic, she/he will state the number of days spent in the Czech Republic in a given calendar year (either continually or in different periods of time) during the period stated in the request for the certificate.

3) Please circle the chosen option and/or provide additional information.