Questionnaire for tax payment and social and health insurance payments

Given name(s) and surname:

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

Nationality: ……………………………………………………………..............................

IN CASE **THAT YOU ARE THE CITIZEN OF EUROPEAN UNION COUNTRIES, OR EEA (ICELAND, LICHTENSTEIN, NORWAY) OR A CITIZEN OF SWITZERLAND**, **YOU DO NOT NEED TO APPLY FOR ANYTHING TO BE ABLE TO WORK IN THE CZECH REPUBLIC.**

HOWEVER, IF YOU ARE NOT A **CITIZEN OF THE EU, THE EEA COUNTRIES (ICELAND, LICHTENSTEIN, NORWAY) OR SWITZERLAND** AND IF YOU DO NOT HAVE A DIRECT RELATIVE, I.E. A FAMILY REMEMBER WHO IS A EU CITIZEN (A SPOUSE OR A PARENT) IT IS NECESSARY **TO APPLY FOR** **A SO-CALLED EMPLOYEE CARD**. (= A RESIDENCE AND WORKING PERMIT) THE APPLICATION FOR THE EMPLOYEE CARD MUST BE COMPLEMENTED BY A SIGNED CONTRACT OF FUTURE CONTRACT. IT IS NECESSARY TO TAKE INTO ACCOUNT THAT THE APPLICATION NORMALLY TAKES 2–3 MONTHS TO PROCESS. THE APPLICATION IS PROCESSED IN THE STATE OF WHICH YOU ARE A CITIZEN OR IN THE STATE WHERE YOU HAVE REPORTED PERMANENT RESIDENCE. THE APPLICATION FORM AS WELL AS THE LIST OF DOCUMENTS NECESSARY TO COMPLEMENT THE APPLICATION IS AVAILABLE UNDER THE FOLLOWING LINK. http://www.mvcr.cz/docDetail.aspx?docid=21849989&doctype=ART

(Beware that some of the documents need to be officially translated to Czech)

Are you a taxation resident of the Czech Republic? \* **YES - NO**

*\* a) have you got a residence in the Czech Republic (in the sense of a place where you plan to live permanently and/or*

*b) where you usually stay when in the Czech Republic, I.e. a place where you stay for at least 183 days in each calendar year. (each started day of stay is considered a day)*

IF YOU HAVE AN INCOME ONLY FROM THE CZECH REPUBLIC AND YOU SPEND MORE THAN 183 DAYS IN A CALENDAR YEAR IN THE CZECH REPUBLIC AND IF YOU COUNTRY HAS SIGNED A TREATY ON PREVENTING DOUBLE TAXATION ([HTTPS://WWW.MFCR.CZ/CS/LEGISLATIVA/DVOJI-ZDANENI/PREHLED-PLATNYCH-SMLUV](https://www.mfcr.cz/cs/legislativa/dvoji-zdaneni/prehled-platnych-smluv) ), **YOU WILL ONLY REPORT TO TAXATION IN THE CZECH REPUBLIC OBSERVING THE RULES VALID FOR THE CITIZENS OF THE CZECH REPUBLIC**. IF YOUR COUNTRY HAS NOT SIGNED THE TREATY PREVENTING DOUBLE TAXATION YOU WILL REPORT YOUR TAXES BOTH IN YOUR COUNTRY AND IN THE CZECH REPUBLIC. IN THE FORM OF EITHER A TAXATION INCLUSION OR TAXATION EXCLUSION.

**If you are not a taxation resident of the Czech Republic, please state the following**

Country of taxation residence

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

Number of taxation ID used in the country of taxation residence

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

Type of taxation identifier used in the country of taxation residence

R – National identification number

D – Taxation identification number

S – Social security number

J – other (please state) …………………………..

Are you solely employed in the Czech Republic? YES - NO

If not, in which other countries have you been working

……………………………………… full time job/other …………………………..

……………………………………… full time job/other ………………………….

……………………………………… full time job/other …………………………..

*If you have been working in several countries, please state all of them.*

IF YOU HAVE BEEN EMPLOYED IN ANOTHER COUNTRY, IT IS NECESSARY TO STATE WHICH COUNTRY IS YOUR RESIDENCE COUNTRY (NOT IN THE SENSE OF A PERMANENT RESIDENCE, BUT IN THE SENSE OF A COUNTRY WHERE YOU PREDOMINANTLY STAY, WHERE YOU FEEL MORE AT HOME. THE HEALTH INSURANCE AND SOCIAL SECURITY CAN ONLY BE PAID TO ONE COUNTRY. IT IS NOT POSSIBLE TO PAY E.G. TO THE CZECH REPUBLIC FROM YOUR INCOME EARNED IN THE CZECH REPUBLIC AND AT THE SAME TIME TO THE UNITED KINGDOM FROM YOUR INCOME EARNED IN THE UK. IT IS NECESSARY TO PAY TO ONE COUNTRY ONLY THE ONE WHERE YOU REALLY FEEL AT HOME AND WHERE YOU PREDOMINANTLY GENERATE YOUR INCOME. E. G. IF YOU HAVE A FULL-TIME JOB IN LONDON, YOUR PART-TIME EMPLOYER IN THE CZECH REPUBLIC WILL PAY SOCIAL SECURITY AND HEALTH INSURANCE TO THE UK.

Do you intent to have a residence in the Czech Republic, or do you intend to work from another country (state which one): ………………………………………………………………………………………………

In case a change of any of the facts stated above during the legal validity of your working contract, you are obliged to report to your employer.

In Olomouc on

……………………………………………………………..

Employee signature