

INCOME TAX

c/ What you should know and do if you are an employee at the University of Pardubice?

1. **First option:** If you are single and do not support a partner or children and do not pay off a mortgage/pension and you work full-time only for the University of Pardubice during 12 months of a year (from the 1st of January to the 31st of December), the HR Department of the University of Pardubice will fill the tax return („ Daňové přiznání“) and take care of everything.
2. **Second option:** If you **do not work** for the University of Pardubice for the whole calendar year **or** you support a partner or children **or** have another job **or** pay a mortgage/pension, **you can but do not have to** fill out your tax return on your own.

You should fill out this tax return if you think that you are eligible for a tax refund. It is worth doing if:

- you are single + you do not work for the University of Pardubice for all 12 months within one calendar year.
- Or the University of Pardubice is your only full time employer and you support a partner or children or you pay a mortgage/pension. **You should hire a tax consultant**

If you decide to fill out a tax return:

1. **First option:** **The Office of International Affairs and Development of the University of Pardubice can help you collect the required documents and recommend a private accountant to you.**

2. **Second option:** **Ask a Czech friend and then follow these basic instructions:**

As an UPa employee, the HR department should issue “Potvrzení o zdanitelných příjmech ze závislé činnosti...” at the end of the year. This is an official confirmation of how much money you earned from an employer (incl.all the taxes).

If you do not have this document by the end of February of the following year, ask the Office of International Affairs and Development of the University of Pardubice to get it for you.

This „Potvrzení o zdanitelných příjmech ze závislé činnosti...“ must be complemented with another document „ Daňové přiznání“, where you report all income earned in the calendar year.

You can download the „Daňové přiznání“ from the Internet: http://www.financnisprava.cz/cs/danove-tiskopisy/databaze-aktualnich-danovych-tiskopisu?rok=2017&tiskdruh=TDFU&dan=T_WEB01).

The usual deadline to send in this form or to return it in person to the Tax Office (Finanční úřad) is the 31st of March.

The Czech authorities will double check and compare these documents with what would have been deducted from your salary every month during the year. **If the Czech State might have taken more money that they should have in taxes, they will refund this money to you.**