

*Charles University, Faculty of Social Sciences*

**Application for the Contribution to the Paid Interest on a Loan for Housing Needs**

**Name:** ……………………………………………………………...

**Date of birth:** …………….…...

**Workplace:** ……………………………………………………………...

**Bank account for the purpose of sending the contribution:** ………..………. / ……….

**Requested amount of contribution:** ………...

If part of the interest is applied in the tax return by the spouse:

**First and last name of the spouse:** ……………………………………………………...

**Date of birth of the spouse:** …………….…...

**Address:** ……………………………………………………………...

**Affidavit**:

I hereby declare that

* the submitted agreement for a loan is directly related to my current or future housing,
* all the submitted data are true and I will promptly report any changes to them to the employer,
* in the current calendar year I do not apply for this contribution at any other component part of the university
* I have applied a claim to deduct interest in the annual income tax or in the income tax at the relevant tax authority

By signing this application I declare that I agree that the employer collects my personal data for the purpose of awarding and granting the contribution to the interest on a loan for housing needs and handles or otherwise processes them for the same purposes in accordance with the law no. 101/2000 coll., on the protection of personal data, as amended.

**Date:** ……………. **Employee’s signature:** …………………..

**Supplements:**

1. At the first application for the contribution to the interest on a loan:

* **agreement for a loan**
* **extract from the ownership deed** in the case of the purchase of a housing item (apartment house, family house, these houses under construction, or flat)
* **confirmation of a building savings bank, bank, foreign bank or its branch** about the amount of interest paid in the last calendar year

2. For subsequent applications:

* **confirmation of a building savings bank, bank, foreign bank or its branch** about the amount of interest paid in the last calendar year

**Statement by the personnel office:** [ ]  **complies** ………... **/** [ ]  **does not comply x)**

Date: …………….

……………………………………………………………...

**Statement by the account office with an indication of the amount of the contribution:**

Date: …………….

……………………………………………………………...

**Approval by the Secretary of the faculty of the payment of the contribution:**

Date: …………….

……………………………………………………………...

**Confirmation of the account office about receipt of a copy of the application for processing and payment of the amount:**

Date: …………….

……………………………………………………………...

**Confirmation of the account office about receipt of a copy of the application for tax purposes and entry into the wage sheet of the employee**

Date: …………….

……………………………………………………………...