



Tax payment certificate of municipal tax Guide

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●●●Certificate of tax payment of municipal tax (市税の納税証明)

Citizen's Affairs Division (*Shimin Ka*)

The certificate of tax payment certifies the annual due amount, the paid amount, and the unpaid amount of the municipal tax.

The municipal tax includes the municipal / prefecture resident tax, fixed property tax, urban planning tax, light vehicle tax, and national health insurance tax.

The certificate is issued at the Citizen's Affairs Division (*Shimin Ka*) or civil centers (*shimin center*; correspondence only in Japanese). Please bring a document to certify the status of the person who comes to the counter (e.g., driver's license, passport, or the alien registration card). Please ask the Citizen's Affairs Division (*Shimin Ka*) if you do not have any of such documents. To make an application through a delegate, please make a letter of attorney, except for the cases that the delegate is your family member who live with you.

Certificates of tax payment addressed at companies takes a few days before they are issued when applied at civil centers (*shimin center*), for a corporation seal is required on it.

The fee is 200 yen per issue.

For the certificate of tax payment of light vehicle tax for use for automobile inspections, applications through a delegate is accepted. In that case, please make sure that the delegate can fill "the name and the address of the tax payer", and "the vehicle number (the number on the number plate)" on the application form.

Please note that the certificate cannot be issued if you have unpaid light vehicle tax. The light vehicle tax payment certificate for automobile inspections are issued free of charge, but it is good for use only for the purpose of automobile inspections.

Tax and tax-related certificates

●●●Certificates of taxation of municipal and prefecture resident's tax, certificate of income (市・県民税の証明)

Citizen's Affairs Division (*Shimin Ka*)

The certificates of taxation of municipal/prefecture resident's tax and the certificate of income are issued for those who made an income declaration (e.g. by making year-end adjustment).

The certificate income is issued for the purpose of certifying your revenue or income, the certificate of taxation the amount of taxation, from the municipality of residence on January 1st of the year to be certified about.

For the income certificate, the latest year to be certified is the current year, while it is the previous year for the certificate of taxation. For example, the municipality you reside in on January 1st of 2009 can issue your income certificate of 2008 and taxation certificate of 2009. Please also note that the latest certification becomes available only after the first weekday of June each year.

You can apply for those certificates at the Citizen's Affairs Division (*Shimin Ka*) or at civil centers (*shimin center*). The certificates are issued right after the application. Please bring a document to certify the status of the person who comes to the counter (driver's license, passport, or alien registration card). Please ask the Citizen's Affairs Division (*Shimin Ka*) if you do not have any such documents.

To make an application through a delegate, please make a letter of attorney, if the delegate is not your family member who lives with you.

The fee is 200 yen for an issue.

●●●Mail application for tax-related certificates (税務証明の郵送による請求)

Citizen's Affairs Division (*Shimin Ka*)

You can apply by mail for the tax related-certificates and have them delivered to you by mail. The certificates available by mail application are: certificate of income, certificate of taxation, certificate of tax payment, certificate of assessment.

1. Documents to submit in an application

- The application form with the following items filled (using any sheet of paper):

Address, name, date of birth, contact address, the name of the person to be certified about, the type of the certificate (e.g., certificate of income, certificate of taxation), the year, the number of the copies, the purpose of use.

- The fees

Please send 200-yen equivalent of postal order (*yuubin kogawase*) per issue. For the certificate assessment, the fees vary depending on the number of the pieces of land and the number of the buildings.

- Return envelope

Please enclose a return envelope with a stamp put on it. As the return address on the envelope, please use your address listed in the resident the resident register.

- Please enclose a photocopy of a document that certifies the person who is making the application (e.g. driver's license, passport, or alien registration card). Please ask the Public Health Division (*Shimin Ka*) if you do not have any of the above documents.

2. The contact address

513-8701

Citizen's Affairs Division (*Shimin Ka*)

Tax and tax-related certificates

Things you need to make an application by mail

- Application form

Example	
Application for certificate of income	
Applicant	
Address	(Street address), Suzuka
Address	Hanako Suzuka (seal)
Date of birth	DD, MM, YYYY
Phone number	382-****
Please issue a certificate of the below person.	
Address	**-*-** Suzuka
Name	Taro Suzuka
Type of the certificate	Certificate of income
Year	20**
Number of issues	One
Purpose of use	For an application of children's allowance

- Fees (postal order)

Please purchase the postal order at postal offices and enclose in the envelope.

- Return envelope (fill the return address and put a postal stamp)

Please put the return address that is listed in the resident register.

Tax and tax-related certificates

Stamp
Zip code (Street address), Suzuka
Hanako Suzuka

Put 80 yen stamp for an envelope up to 25 grams, 90 yen up to 50 grams (add 270 yen for an express delivery (*sokutatsu*)).

Please enclose a photocopy of a document to certify the person who is making the application (e.g. driver's license, passport, or alien registration card). Please ask the Public Health Division (*Shimin Ka*) if you do not have any of such documents.

For more information please contact the Certificate Counter of the Citizen's Affairs Division (*Shimin Ka*) (Tel. 059-382-9013, Fax. 059-382-7608).