

(For Post-application Purposes Only 郵便請求用) Application Form for Tax-related Certificates 税関係証明書交付申請書

彦根市長 様 Application Submission Date 申請年月日: 年 月 日

***Please submit proof of your current address, such as a photocopy of your photo ID, if your registered address is outside Hikone City.**

Applicant's Information 申請者 (送付先)	Address 住所										
	Name 氏名	(In Katakana)									
	Date of Birth 生年月日	yyyy 年 mm 月 dd 日 / /					Telephone 電話番号				
	Relationship Between the Applicant and the Person Who Needs a Certificate(s) 必要な方との関係	No Power of Attorney	<input type="checkbox"/> Same Person as the Applicant Named Above 本人 *Certificates related to income (municipal and prefectural inhabitant tax) should, as a general rule, be requested by the applicant him/herself.								
		Power of Attorney is Required	<input type="checkbox"/> Applicant's Representative 代理人 (Detail:) A power of attorney with the applicant's signature and name seal provided must be submitted alongside this application form.								

*No power of attorney is required if this application form is submitted by a corporate representative with a corporate seal registered with the relevant authority.

Information of the Individual who Needs a Certificate(s) 証明対象者	Current Address 現住所																		
	Hikone Address 彦根市にお住まいの時の住所 (市外の方)	Hikone City 彦根市																	
	Name 氏名	(In Katakana)																	
	Date of Birth 生年月日	yyyy 年 mm 月 dd 日 / /					Corporate Number 法人番号												
What is the Purpose of Your Application for the Certificate(s)? 使用目的 (提出先)	<input type="checkbox"/> To claim someone as a dependent 扶養認定 <input type="checkbox"/> Pension 年金 <input type="checkbox"/> Student Loan/Scholarship 就学奨励金・奨学金 <input type="checkbox"/> Medical Refund 医療申請 <input type="checkbox"/> Investment 融資 <input type="checkbox"/> Housing Loan 住宅申込 <input type="checkbox"/> Child Allowance 児童手当 <input type="checkbox"/> Court 裁判所 <input type="checkbox"/> Official Registration 登記 <input type="checkbox"/> Financial Help/Subsidy 補助金・助成金 <input type="checkbox"/> Participation in the Bidding 入札参加資格申請 <input type="checkbox"/> Immigration Agency 出入国在留管理庁 <input type="checkbox"/> Other Reason その他()																		

Category	Certificate Type	Year and Content to Be Included	How Many?	Fee
Income/Municipal and Prefectural Inhabitant Tax 所得(市県民税)関係 [Notes] 1: Certificates cannot be issued to those who did not have resident registration in Hikone as of January 1 st of the required year. 2: A certificate of each required year shows income details from the previous year. (One for each year)	<input type="checkbox"/> Tax (Tax Exempt) Certificate 課税(非課税)証明書 *Including information on income tax, tax deductibles, tax amount and dependents. <input type="checkbox"/> Income Tax Certificate 所得証明書 *Including only information on income tax. <input type="checkbox"/> Income Tax Certificate for the Child Allowance Procedures 児童手当所得証明書 *Including information on income tax, tax deductibles and dependents.	Fiscal Year () 令和 年度 (令和 年 1 月 ~ 12 月分所得) *A certificate of the required year shows income details from the previous year. Between Fiscal Year () and () 令和 年度 ~ 令和 年度 (令和 年 1 月 ~ 令和 年 12 月分所得)	Copy/Copies 各 通	300 Yen per Certificate
			Copy/Copies 各 通	
Fixed Asset Tax Ledger Certificate of Recorded Details 固定資産課税台帳記載事項証明書	<input type="checkbox"/> Certificate of Asset Valuation 評価証明書 *Including information on the value of an asset. <input type="checkbox"/> Certificate of Public Charges 公課証明書 *Including information on the value of an asset and property tax amount.	Fiscal Year () 令和 年度 <input type="checkbox"/> All Assets 資産全部 <input type="checkbox"/> Land 土地 <input type="checkbox"/> House/Building 家屋 [Location 所在地] Cho/Machi 町 Banchi 番地 Cho/Machi 町 Banchi 番地	Copy/Copies 各 通	300 Yen up to 5 Copies
	Copy of the Fixed Asset Tax ledger (Land and Building Register) 固定資産課税台帳土地家屋名寄帳の写し	<input type="checkbox"/> Copy of the Fixed Asset Tax Ledger 固定資産課税台帳の写し		Total 計 通
Tax payment 納税証明書	<input type="checkbox"/> Tax Payment Certificate 納税証明書 *Including information on the amount of tax and tax payment. <input type="checkbox"/> Certificate of No Unpaid Taxes 未納のないことの証明 *Excluding information on the amount of tax and tax payment	<input type="checkbox"/> Most Recent Year 最新年度 *Only the tax payment certificate for the most recent year can be issued at the time of application.	Copy/Copies 各 通	300 Yen per Certificate
		Between Fiscal Year () and () 令和 年度 ~ 令和 年度 (令和 年 1 月 ~ 令和 年 12 月分所得)	Copy/Copies 各 通	
		<input type="checkbox"/> All すべて <input type="checkbox"/> Property Tax 資産税 <input type="checkbox"/> Resident Tax 市民税 <input type="checkbox"/> Corporate Tax (Business Year) 法人(事業年度) Between (/ /) and (/ /) 令和 年 月 日 ~ 令和 年 月 日		
		If you recently paid your tax, please present the receipt when applying for a certificate.	Total 計 通	

受付確認欄 (内彦) 件 円 (内電子決済) 件 円						
交付番号	受付	作成	点検	交付	手数料	シート番号
					円	
確認 個カ・住カ・免・経・旅・身・在/保・後・介・年・学・社・聴1/聴3 書き取り欄(前住所・家族構成・家族氏名・家族生年月日等)						

Applying for Government-Issued Certificates: A Quick Guide

Requirements

1. Application Form

Be sure to complete the “For Post-Application Purposes Only: Application Form for Tax-Related Certificates.”

Please do not forget to provide a telephone number at which the city can get in touch with you in case there are any errors with your application.

2. Handling Fees

Please purchase postal money orders called Teigaku Kogawase in Japanese.

The amount of postal money orders you need to purchase depends on how many copies of the certificate and what certificates you are applying for from the city.

- Teigaku Kogawase is not refundable in cash. Therefore, make sure to buy the exact amount of Teigaku Kogawase. If the amount of Teigaku Kogawase you submit exceeds the total amount of handling fees for the issuance of certificates, the excess amount can be refunded in the form of postal stamps only.
- You can send cash (must be the exact amount) along with the application form and other required documents by cash-registered mail. Revenue stamps and postal stamps are not accepted.

3. Return Envelope

Please prepare a return envelope with your current address and name written on its front. Do not forget to attach a postal stamp to the return envelope. If you wish to receive the certificates you are requesting from the city as quickly as possible, please purchase the necessary amount of stamps for the express mail service, and write 'Sokutatsu' in red at the top front of the return envelope.

*The address provided on the application form must match the one written on the return envelope.

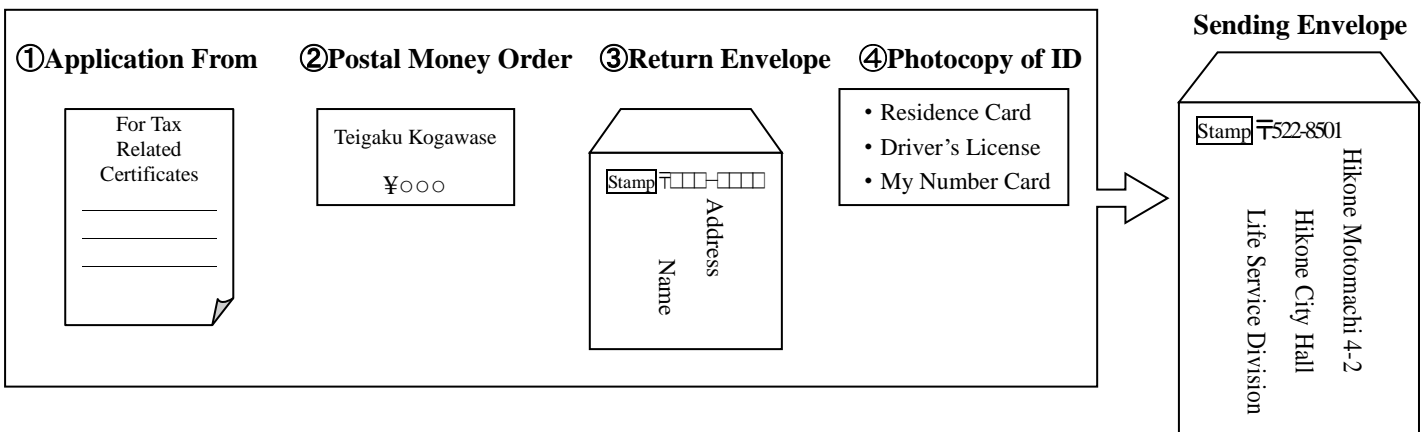
4. Photocopy of an Applicant's Photo ID

Make sure to submit a photocopy of both sides of the applicant's photo identification, such as a driver's license, plastic My Number card, residence card, or other official forms of identification.

If your current registered address is outside Hikone City, you are required to submit proof of your current address, such as a residence certificate. If your photo ID shows your current address, there is no need to submit additional proof of your current address.

What You Are Required To Enclose In a Sending Envelope

***Make sure that you enclose all the items from ① to ④ in the sending envelope.**



[Cautions]

- If a corporate representative is applying for government-issued certificates, the application form must have a registered corporate seal stamped on it, or a power of attorney with a registered corporate seal must be submitted along with the application form.
- If someone else is applying for government-issued certificates on behalf of an applicant, a power of attorney must be submitted along with the application form.
- It takes the city hall several business days to mail your requested certificates back to you. For this reason, please allow plenty of time to apply for government-issued certificates by post.
- The city may contact you if additional documents are required to complete the certificate issuance process.

Mailing Address

Zip Code: 522 – 8501, Shiga, Hikone, Motomachi, 4-2, Hikone City Hall, Life Service Division

Important Notes

*Income and other tax certificates cannot be issued to those who did not have resident registration in Hikone as of January 1st of the required year.

(e.g.: To obtain your fiscal 2024 resident tax from us, you must have lived in Hikone as of January 1, 2024)

*If you are applying outside Hikone City, do not forget to write your Hikone address on the application form.