

To the Mayor of Kashiba City

Please have with you a document verifying your identity such as a driver's license.

Application form for certification of tax-related matters

Date(Japanese calendar) :

※ Please look at the "Important points" on the back.

The person asking for documents	Address	Phone number	()
	Full name	Date of birth	(Year) (Month) (Day)

Taxpayer - The concerned person	Address	※For a specific fiscal year's document, fill in your address as of January 1st of that year		
		<input type="checkbox"/> Same as above		
	Full name	Relationship with the applicant Household member • Attorney • Other()	Date of birth	(Year) (Month) (Day)
	Full name	Household member • Attorney • Other()	Date of birth	(Year) (Month) (Day)
	Full name	Household member • Attorney • Other()	Date of birth	(Year) (Month) (Day)
	Company's address		印	Only apply a company's seal in the case you are asking for a certificate in the name of that company.
Company's name				

Certificates regarding municipal/prefectural residence tax

Taxation & income certificates	Certificate of dependency	<input type="checkbox"/> Fiscal year _____ copies
<input type="checkbox"/> 2023 fiscal year (January 2022 - December 2022) _____ copies of each	Certificate of enterprise	<input type="checkbox"/> _____ copies
<input type="checkbox"/> 2022 fiscal year (January 2021 - December 2021) _____ copies of each	Other certificates	<input type="checkbox"/> _____ copies
<input type="checkbox"/> 2021 fiscal year (January 2020 - December 2020) _____ copies of each		
<input type="checkbox"/> 2020 fiscal year (January 2019 - December 2019) _____ copies of each		
<input type="checkbox"/> 2019 fiscal year (January 2018 - December 2018) _____ copies of each		

Certificates regarding fixed assets

Where the property for which you are requiring a certificate is located	<input type="checkbox"/> Valuation certificate <input type="checkbox"/> With holding rate <input type="checkbox"/> With land valuation (land category:)
<input type="checkbox"/> All my properties _____	<input type="checkbox"/> Taxation certificate <input type="checkbox"/> With holding rate <input type="checkbox"/> With land valuation (land category:)
<input type="checkbox"/> Land Kashiba City	<input type="checkbox"/> Reference map <input type="checkbox"/> Nayosechō (register of all possessed land) (free of charge)
<input type="checkbox"/> Reside ntial _____	(<input type="checkbox"/> With aerial photograph)
<input type="checkbox"/> Land Kashiba City	<input type="checkbox"/> Other certificates (fixed assets) ()
<input type="checkbox"/> Reside ntial _____	
<input type="checkbox"/> Land Kashiba City	
<input type="checkbox"/> Reside ntial _____	

※ Please check all of the categories that apply

Purpose/submission of the above certificate(s)	<input type="checkbox"/> Legal Affairs Bureau (registration)	<input type="checkbox"/> Tax office	<input type="checkbox"/> Financial institution	<input type="checkbox"/> Court	<input type="checkbox"/> Other ()
<input type="checkbox"/> Dependants application (social insurance, etc.)	<input type="checkbox"/> Child allowance application	<input type="checkbox"/> Medical expenses	<input type="checkbox"/> Guarantor	<input type="checkbox"/> Tender	<input type="checkbox"/> Health centre
<input type="checkbox"/> Application regarding tuition fees, scholarship, nursery costs	<input type="checkbox"/> Pension application	<input type="checkbox"/> Visa application			

Important points

[1] A letter of attorney is required in the following cases:

[①If asking for certificates regarding municipal/prefectural residence tax]

- The applicant (the person who came at the counter) is from a different household than the concerned person;
- The concerned person (if not the applicant himself) does not live in Kashiba City anymore;
- The applicant for a corporate entity's certificate is not affiliated (representant or employee) to that company.

[②If asking for certificates regarding fixed assets]

- The applicant (the person who came at the counter) lives at a different **address** than the concerned person;
- The applicant for a corporate entity's certificate is not affiliated (representant or employee) to that company.

(You might need to prove your affiliation to the concerned person via a copy of your family register (koseki tōhon)(*) even in the case of ① or ②)

[2] For applications via mail, please fill in the **present form** and send it along with the following documents:

- ① A copy (both sides) of an identity document of the concerned person (my number card, driver's license, etc.);
- ② A stamped return envelope with your address written on it;
- ③ A money order (kogawase) of the value of the commission fees. You can buy some at the post office;
- ④ If you fall in any of the categories listed in [1], a letter of attorney;

(For fixed assets inquiries, you may also send a copy of a mediation contract)

- ⑤ A copy of your family register (koseki tōhon) (*).

(Only in the eventuality you have to prove your affiliation to the concerned person)

Please send all of the above to the following address:

〒639-0292
奈良県香芝市本町1397番地
香芝市役所 税務課 宛

※ Whether or not you need to attach a copy of your family register depends on your affiliation to the concerned person.

For more details, please ask the tax department of Kashiba City: 0745-76-2001

※ Office use only - do not write below

	本人確認書類	本人確認書類等
確認書類	<input type="checkbox"/> 運転免許証 <input type="checkbox"/> 保険証	<input type="checkbox"/> 従業員証 <input type="checkbox"/> 司法書士証 <input type="checkbox"/> 行政書士証 <input type="checkbox"/> 土地家屋調査士 (<input type="checkbox"/> 補助者証)
	<input type="checkbox"/> 在留カード	<input type="checkbox"/> 運転免許証 <input type="checkbox"/> 保険証 <input type="checkbox"/> マイナンバーカード
	<input type="checkbox"/> マイナンバーカード	<input type="checkbox"/> 名刺 <input type="checkbox"/> その他 ()
	<input type="checkbox"/> その他 ()	<input type="checkbox"/> 委任状 有・TEL・その他 ()
	<input type="checkbox"/> 委任状 有・TEL	<input type="checkbox"/> 媒介契約書(写) <input type="checkbox"/> 登記(写) <input type="checkbox"/> 戸籍(写)

件 数	手数料	課長	主幹	係員
内 件名寄帳	件			
	円			