

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	<input type="checkbox"/> Self	Relationship with the applicant	Date of birth	(Year)	(Month)	(Day)
			Household member・Attorney・Other()				
	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"/> 2024 fiscal year (January 2023 - December 2023)	copies of each	Certificate of enterprise	<input type="checkbox"/> _____ copies
<input type="checkbox"/> 2023 fiscal year (January 2022 - December 2022)	copies of each	Other certificates	<input type="checkbox"/> _____ copies
<input type="checkbox"/> 2022 fiscal year (January 2021 - December 2021)	copies of each		
<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		

Certificates regarding fixed assets

Where the property for which you are requiring a certificate is located	<input type="checkbox"/> All my properties	<input type="checkbox"/> Valuation certificate	<input type="checkbox"/> With holding rate <input type="checkbox"/> With land valuation (land category:)
	<input type="checkbox"/> Land Kashiba City	<input type="checkbox"/> Taxation certificate	<input type="checkbox"/> With holding rate <input type="checkbox"/> With land valuation (land category:)
	<input type="checkbox"/> Reside ntial Kashiba City	<input type="checkbox"/> Reference map	<input type="checkbox"/> Nayosechō (register of all possessed land) (free of charge)
	<input type="checkbox"/> Land Kashiba City	(<input type="checkbox"/> With aerial photograph)	
<input type="checkbox"/> Reside ntial Kashiba City		<input type="checkbox"/> Other certificates (fixed assets) ()	
<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 課税課 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"/> 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"/> マイナンバーカード <input type="checkbox"/> 従業員証
	<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			