

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"/> 2025 fiscal year (January 2024 - December 2024) | _____ copies of each | Certificate of enterprise | <input type="checkbox"/> _____ copies             |
| <input type="checkbox"/> 2024 fiscal year (January 2023 - December 2023) | _____ copies of each | Other certificates        | <input type="checkbox"/> _____ copies             |
| <input type="checkbox"/> 2023 fiscal year (January 2022 - December 2022) | _____ copies of each |                           |   |
| <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 |                           |   |

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<br><input type="checkbox"/> With land valuation (land category:      ) |
|   | <input type="checkbox"/> Taxation certificate              | <input type="checkbox"/> With holding rate<br><input type="checkbox"/> With land valuation (land category:      ) |
|   | <input type="checkbox"/> Reference map                     | <input type="checkbox"/> Nayosechō (register of all possessed land) (free of charge)                              |
|   | ( <input type="checkbox"/> With aerial photograph)         |   |
| <input type="checkbox"/> All my properties                              | <input type="checkbox"/> Other certificates (fixed assets) | (      )  |
| <input type="checkbox"/> Land Kashiba City                              |  |   |
| <input type="checkbox"/> Reside ntial                                   |  |   |
| <input type="checkbox"/> Land Kashiba City                              |  |   |
| <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 課税課 宛て

※ 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<br>件名寄帳 | 件   |    |    |    |
|           | 円   |    |    |    |