

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) |
| | 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

| | |
|---|---|
| <input type="checkbox"/> Taxation certificates <input type="checkbox"/> Income certificates | Certificate of dependency <input type="checkbox"/> Fiscal year _____ copies |
| <input type="checkbox"/> 2026 fiscal year (January 2025 - December 2025) copies of each | Certificate of enterprise <input type="checkbox"/> _____ copies |
| <input type="checkbox"/> 2025 fiscal year (January 2024 - December 2024) copies of each | Other certificates <input type="checkbox"/> _____ copies |
| <input type="checkbox"/> 2024 fiscal year (January 2023 - December 2023) copies of each | |
| <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 | |

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"/> All my properties | <input type="checkbox"/> Taxation certificate <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 Kashiba City | <input type="checkbox"/> Other certificates (fixed assets) () |
| <input type="checkbox"/> Land Kashiba City | |
| <input type="checkbox"/> Reside ntial Kashiba City | |
| <input type="checkbox"/> Land Kashiba City | |
| <input type="checkbox"/> Reside ntial Kashiba City | |

※ Please check all of the categories that apply

| | |
|---|--|
| <div style="border: 1px solid black; padding: 2px;">Purpose/submission of the above certificate(s)</div> | <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

| | 本人確認書類等 |
|---|--|
| <div style="display: flex; justify-content: space-between;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">確認書類</div> <div style="width: 90%;"> <p style="text-align: center;">本人確認書類</p> <p><input type="checkbox"/> 運転免許証</p> <p><input type="checkbox"/> 在留カード</p> <p><input type="checkbox"/> マイナンバーカード</p> <p><input type="checkbox"/> その他()</p> <p><input type="checkbox"/> 委任状 有・TEL</p> </div> </div> | <div style="display: flex; justify-content: space-between;"> <div style="width: 90%;"> <p><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)</p> <p><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</p> <p><input type="checkbox"/> 名刺 <input type="checkbox"/> その他()</p> <p><input type="checkbox"/> 委任状 有・TEL・その他()</p> <p><input type="checkbox"/> 媒介契約書(写) <input type="checkbox"/> 登記(写) <input type="checkbox"/> 戸籍(写)</p> </div> </div> |

| | | | | |
|-----|-------------|----|----|----|
| | | 課長 | 主幹 | 係員 |
| 件 数 | 内 件: 名寄帳 | | | |
| | 手数料 | | | |
| | 件 | | | 円 |