

Applying for Certificates of Taxation (Tax Exemption) and Tax Payment by Mail

1 Required Documents

① City Tax Certificate Application Form

Print out from city homepage

OR

Use another form with all bolded section information

② Fee (fixed amount money order)

350 yen per certificate

Fixed Amount Money Order
350 yen

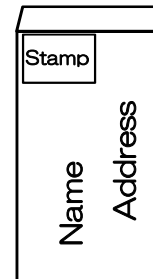
Purchase at the post office and include with application. Do not write anything. Stamps or cash will not be accepted.

③ Identity Verification Document of Requestor

Copy of My Number Card, Driver's License, Residence Card, etc.



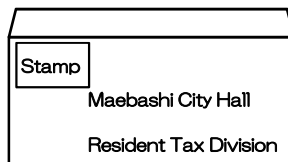
④ Return Envelope



Fill out your address and attach a stamp.

※Use express mail for urgent requests.

※Write your current address.



Where to Send:

371-8601

Gunma-ken Maebashi-shi Ote-machi 2-12-1

Maebashi City Hall Resident Tax Division Tax Section

2 Important Notes When Completing

Confirm the fixed amount money order.

A fee of 350 yen per certificate is required. If requesting 2 certificates, please prepare exact change for two 350-yen fixed amount money orders (700 yen total).

※Certificates for "5. Light Vehicle Tax/Tax Payment for Vehicle Inspection" and "7. National Health Insurance Tax Payment Confirmation (For Declaration)" on the application form are free of charge.

Double check the required year before applying.

The most recent fiscal year is Reiwa Year 6 (For taxation (tax exemption) certificates, one's income from January to December of Reiwa Year 5 and taxed amount for Reiwa Year 6 will be shown).

※Please inquire by phone first to confirm if issuance is possible.

Contents of taxation (tax exemption) certificates:

A taxation certificate will be issued if resident tax was imposed for the applicable year. A tax exemption certificate will be issued if resident tax was not imposed for the applicable year. The content of tax exemption certificates may change depending on the circumstances of the application.

※Please check with the recipient of the certificate on what information is needed.

Applications for multiple different certificates:

For certificates listed on the City Tax Certificate Application Form (For Mail Use), one can receive multiple different certificates at the same time. For each certificate, write the required year and purpose of use. Send with the appropriate number of fixed amount money orders according to how many copies are needed.

※Only one self-verification document and return envelope is necessary.

3 Inquiries

For certificates of income / taxation:

371-8601
Maebashi-shi Ote-machi 2-12-1
Maebashi City Hall Resident Tax Division
Tax Section

TEL: 027-898-6202 (Direct)

Fax: 027-224-1321

E-mail: siminzei@city.maebashi.gunma.jp

For certificates of tax payment:

371-8601
Maebashi-shi Ote-machi 2-12-1
Maebashi City Hall Tax Collection Division
Tax Collection Management Section

TEL: 027-898-6226 (Direct)

Fax: 027-221-3125

E-mail: syunou@city.maebashi.gunma.jp

City Tax Certificate Application Form (For Mail Use)

Addressed to the Mayor of Maebashi City

Reiwa Year Month Day

NO.

Requestor	Proxy	Address				交付番号				
		Furigana			Date of Birth					
		Name						Taisho · Showa · Heisei · Western		
		Phone Number						Year Month Day		
Applicant	Person requiring a certificate	New Address	New address moved to from Maebashi City				金額	確認欄 免・在・個・保・補・行 その他()・司 交付 発行 照合 レジ 車検証 紙・IC(済・ブ) 同一世帯 相続権 シ・電 シ・戸		
		Current Address (of corporation)	Current residing address							
		Furigana			Date of Birth (for individuals)					
		Name (of corporation and representative)				Taisho · Showa · Heisei · Western				
		Phone Number				Year Month Day				

Mark the required year and write how many copies.	Certificates of Income / Taxation			Certificates of Tax Payment / Completed Payment		
	Required Year	Reiwa Year 6 (Reiwa Year 5 Income)	Copies	Required Year	Reiwa Year 6	Copies
		Reiwa Year 5 (Reiwa Year 4 Income)			Reiwa Year 5	
		Reiwa Year (Reiwa Year Income)			Reiwa Year	
	Purpose of Use			Purpose of Use		
	1. Taxation (Tax Exemption)	Copies		5. Light Vehicle Tax/Tax Payment for Vehicle Inspection	Copies	
	<input type="checkbox"/> I wish for income deductions to not be shown()			(License Plate No. 群馬・前橋)		
2. Address	Copies		6. Completed Payment	Copies		
3. Other()	Copies		<input type="checkbox"/> General Use <input type="checkbox"/> Public Interest Corporation Use <input type="checkbox"/> Liquor Tax Use			
			7. National Health Insurance Tax Payment Confirmation (For Declaration)	Copies		
			Paid year for ()			
			※This application form cannot be used to apply for certificates of land / buildings (Evaluation, Public Charges, Nayosecho (Name Directory), etc).			

【Important Notes】

- When requesting on behalf of another party, a letter of proxy is required.
- If the authorizer is an individual, provide either a signature or both a printed name and a seal.
If the authorizer is a corporation, provide the address, corporation name, and representative name.
Stamp the registered seal of the corporation representative.

Letter of Proxy

(For the authorizer to complete)

Reiwa Year Month Day

Addressed to the Mayor of Maebashi City

Address (of corporation)

Authorizer Name (of corporation and representative)

Date of Birth Taisho · Showa · Heisei · Western Year Month Day

Phone Number ※You may be contacted to confirm the information on this form.

Write the certificate(s) to be delegated to the proxy.

_____ I hereby delegate the following person to request the certificate(s) on my behalf.

Address

Proxy Name

Date of Birth Taisho · Showa · Heisei · Western Year Month Day

City Tax Certificate Application Form (For Mail Use)

Addressed to the Mayor of Maebashi City

Reiwa Year Month Day

NO.

Requestor Proxy	Address	東京都〇〇区△△2丁目4-5		交付番号
	Furigana	クンマ ハナコ	Date of Birth	
	Name	群馬 花子	Taisho <input type="text"/> Showa <input type="text"/> Heisei <input type="text"/> Western <input type="text"/> <input type="text"/> Year <input type="text"/> Month <input type="text"/> Day	
	Phone Number	080-0000-XXXX		
Applicant Person requiring a certificate	New Address	New address moved to from Maebashi City 東京都〇〇区〇〇1丁目2-3		金額
	Current Address (of corporation)	Current residing address 同上		
	Furigana	マエバシ タロウ	Date of Birth (for individuals)	
	Name (of corporation and representative)	前橋 太郎	Taisho <input type="text"/> Showa <input type="text"/> Heisei <input type="text"/> Western <input type="text"/> <input type="text"/> Year <input type="text"/> Month <input type="text"/> Day	
Phone Number	090-0000-XXXX		確認欄	

免・在・個・保・補・行
その他()・司
受付 発行 照合 レジ
車検証
紙・IC(済・ブ)
同一世帯 相続権
シ・電 シ・戸

Certificates of Income / Taxation		Certificates of Tax Payment / Completed Payment	
Required Year	<input checked="" type="radio"/> Reiwa Year 6 (Reiwa Year 5 Income)	Required Year	<input checked="" type="radio"/> Reiwa Year 6
	<input type="radio"/> Reiwa Year 5 (Reiwa Year 4 Income)		<input type="radio"/> Reiwa Year 5
	<input type="radio"/> Reiwa Year (Reiwa Year Income)		<input type="radio"/> Reiwa Year
Purpose of Use	ピザの更新、〇〇の申請	Purpose of Use	ピザの更新、〇〇の申請
1. Taxation (Tax Exemption)	1 Copies <input type="checkbox"/> I wish for income deductions to not be shown()	4. Tax Payment	5. Light Vehicle Tax/Tax Payment for Vehicle Inspection License Plate No. 群馬・前橋 Copies
2. Address	Copies	1 Individual Municipal and Prefectural Tax	6. Completed Payment <input type="checkbox"/> General Use <input type="checkbox"/> Public Interest Corporation Use <input type="checkbox"/> Liquor Tax Use Copies
3. Other()	Copies	2 National Health Insurance Tax	7. National Health Insurance Tax Payment Confirmation (For Declaration) Paid year for () Copies
		3 Other() Tax	※This application form cannot be used to apply for certificates of land / buildings (Evaluation, Public Charges, Nayosecho (Name Directory), etc).

【Important Notes】

- When requesting on behalf of another party, a letter of proxy is required.
- If the authorizer is an individual, provide either a signature or both a printed name and a seal.
If the authorizer is a corporation, provide the address, corporation name, and representative name.
Stamp the registered seal of the corporation representative.

Letter of Proxy

(For the authorizer to complete) Reiwa Year Month Day

Addressed to the Mayor of Maebashi City

Address (of corporation) 東京都〇〇区〇〇1丁目2-3

Authorizer Name (of corporation and representative) 前橋 太郎 (印) Refer to 2 in [Important Notes]

Date of Birth Taisho Showa Heisei Western Year Month Day

Phone Number ※You may be contacted to confirm the information on this form.

Write the certificate(s) to be delegated to the proxy.

I hereby delegate the following person to request the certificate(s) on my behalf.

Address 東京都〇〇区△△2丁目4-5

Proxy Name 群馬 花子

Date of Birth Taisho Showa Heisei Western Year Month Day