

Applying for Certificates of Income / Taxation 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)

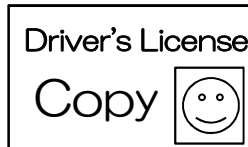
350 yen per certificate

Fixed Amount Money Order
350 yen

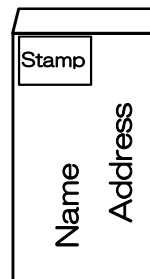
Purchase at the post office and include with application. Do not write anything. Stamps or cash will not be accepted.

③ Identity Verification Document of Requestor

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



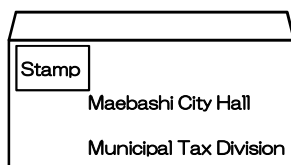
④ Return Envelope



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 Municipal 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 of "6. Light Vehicle Tax/Tax Payment for Vehicle Inspection" and "8. 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 income / taxation 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.

Income deductions on income / taxation certificates:

Normally, income deductions will be shown on income / taxation certificates. If a certificate without income deductions is required, check the "I wish for income deductions to not be shown" box in the Certificates of Income / Taxation section on the City Tax Certificate Application Form.

※For whether or not income deductions should be shown, please check with who you are submitting the certificate to.

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 identity 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 Municipal 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 Year Month Day			
	Phone Number				
Applicant Person requiring a certificate	New Address	New address moved to from Maebashi City			金額
	Current Address (of corporation)	Current residing address			確認欄
	Furigana			Date of Birth (for individuals)	
	Name (of corporation and representative)	Taisho・Showa・Heisei・Western Year Month Day			免・在・個・保・従・補 その他()司・行 受付 発行 照会 レン
	Phone Number				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	Reiwa Year 6 (Reiwa Year 5 Income)	Required Year	Reiwa Year 6
	Reiwa Year 5 (Reiwa Year 4 Income)		Reiwa Year 5
	Reiwa Year (Reiwa Year Income)		Reiwa Year
Purpose of Use		5. Tax Payment	6. Light Vehicle Tax/Tax Payment for Vehicle Inspection (License Plate No. 群馬・前橋) Copies
1. Income / Taxation Copies	<input type="checkbox"/> I wish for income deductions to not be shown	1 Individual Municipal and Prefectural Tax Copies	7. Completed Payment (no tax amount remaining) Copies <input type="checkbox"/> General Use <input type="checkbox"/> Public Interest Corporation Use <input type="checkbox"/> Liquor Tax Use
2. Tax Exemption() Copies		2 National Health Insurance Tax Copies	8. National Health Insurance Tax Payment Confirmation (For Declaration) Copies Paid year for ()
3. Address Copies		3 Other(Tax) Copies	※This application form cannot be used to apply for certificates of land / buildings (Evaluation, Public Charges, Nayosecho (Name Directory), etc).
4. Other() Copies		Circle the Purpose of Use Laon Quarantor Bid / Nomination Submit to a Public Office Other	

[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 **XX** Year **XX** Month **XX** Day

NO.

Requestor Proxy	Address	東京都 〇〇 区 △△ 2丁目 4-5		交付番号
	Furigana	群馬 ハナコ	Date of Birth	
	Name	群馬 花子	Taisho Showa Heisei Western XX Year XX Month XX 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		確認欄
	Furigana	マエバシ タロウ	Date of Birth (for individuals)	免・在・個・保・従・補 その他()司・行 受付 発行 照会 レン
	Name (of corporation and representative)	前橋 太郎	Taisho Showa Heisei Western 〇〇 Year 〇〇 Month 〇〇 Day	里検証
	Phone Number	090-0000-XXXX		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
	Reiwa Year 5 (Reiwa Year 4 Income)		Reiwa Year 5
	Reiwa Year (Reiwa Year Income)		Reiwa Year
Purpose of Use	ビザの更新、〇〇の申請	Required Year	6. Light Vehicle Tax/Tax Payment for Vehicle Inspection (License Plate No. 群馬・前橋) Copies
1. Income / Taxation	1 Copies	5. Tax Payment	7. Completed Payment (no tax amount remaining) Copies
<input type="checkbox"/> I wish for income deductions to not be shown		1 Individual Municipal and Prefectural Tax 1 Copies	<input type="checkbox"/> General Use <input type="checkbox"/> Public Interest Corporation Use <input type="checkbox"/> Liquor Tax Use
2. Tax Exemption ()	Copies	2 National Health Insurance Tax Copies	8. National Health Insurance Tax Payment Confirmation (For Declaration) Copies
3. Address	Copies	3 Other (Tax) Copies	Paid year for ()
4. Other ()	Copies	Circle the Purpose of Use: Laon, Quarantoon, Bid / Nomination, submit to Public Office , Other	※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 **XX** Year **XX** Month **XX** 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**

Date of Birth Taisho Showa **Heisei** Western 〇〇 Year 〇〇 Month 〇〇 Day

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

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

所得・課税、納税証明 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 **XX** Year **XX** Month **XX** Day