**税証明**交付請求書 **Application Form for Tax-related Certificates**

**How to Apply by Postal Mail** (Tax-related certificates, etc.)

1. Fill out the **application form**.
2. Prepare **the documents to be attached** based on who applies.

If the applicant is:

1. **The person named on the certificate (oneself)**

……Copy of the applicant’s ID. (actual size)

(**Ex.** Residence Card, Driver’s License, My Number Card, Health Insurance Card, etc.)

※If the ID does not state the current address, please enclose a document that can

verify the current address.

(**Ex.** Utility bills, etc.)

1. **A relative in the same household**

……Copy of the relative’s ID.

※However, if the relative is currently registered as a resident outside of Tsuruoka

City, an official document proving that they are a relative in the same household as the person named on the certificate is **required**.

(**Ex.** Copy of Residence Certificate, etc.)

1. **An agent (friends, etc.)**

……Copy of the agent’s ID **and** a power of attorney from the person named on the

certificate.

1. **A delegated authority holder (legal representative, bankruptcy trustee, liquidator, lawyer, etc.)**

……Copy of the delegated authority holder’s ID **and** a document verifying that they

have been granted a right of action on behalf of the person named on the

certificate.

(**Ex.** A certified document issued by an official authority, a certified copy of the

commercial register, a certified copy of a family court ruling, etc.)

1. **A tenant or a buyer of land and buildings**

……A copy of the applicant’s ID **and** a document proving their rights to the property, such as a rental contract and/or a sales and purchase agreement.

1. **A corporation representative**

……If the company representative’s seal is stamped on the application form, the corporation representative’s ID is not required.

▲**Corporate representative seal** ═ Official seal registered (“JITSUIN” in Japanese) with

the Legal Affairs Bureau.

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█ In some cases, documents verifying the relationship between the applicant and

the person named on the certificate may be required.

**(Ex.** Copy of family record book, etc.) ⬅ This certificate cannot be issued in Japan

to foreign nationals.

1. Prepare **a return envelope**.

Prepare a stamped return envelope addressed to the applicant at their registered address.

In principle, the address on the envelope should correspond to the applicant's registered address as shown on their ID.

For faster delivery, add extra postage for express mail.

1. Prepare **the fee**.

Purchase a fixed-amount postal money order (“TEIGAKU KOGAWASE” in Japanese) for the fee at Japan Post Bank (post office).

※Please do not write anything in the fields labeled “Designated Recipient 「指定受取人」,” “Address「おところ」,” and “Name 「おなまえ」”.

⑤ **Please place the above items ①, ②, ③ and ④ in an envelope** and submit your application to Tsuruoka City Hall.

※If you request by postal mail, please consider the number of days needed for delivery and for processing at the municipal office. Please make your request well in advance.

1. ②　　　　　　　　③　　　　　④

**Required documents**

税証明交付請求書

**Application Form** for Tax-related Certificates

定額小為替

Fixed-amount

postal money order

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The Applicant’s Address,

and Name

**\**

※

Depending on postal conditions, the delivery may take about a week to 10 days.

**Destination**

**POST**

**〒997-8601**

**TSURUOKA-SHI, BABACHO 9-25**

**TSURUOKA SHIYAKUSHO, SHIMIN-KA, SHIMIN-GAKARI**

■Contact: Tsuruoka City Hall, Citizens’ Affairs Department

**0235-35-1197**

**税証明**交付請求書 **Application Form for Tax-related Certificates**

郵便用

**By Postal Mail**

（あて先）鶴岡市長　To the Mayor of Tsuruoka City　　　　　　　　　　　　　　　　　　　　　　**20　　　/　　　/**

|  |  |  |
| --- | --- | --- |
| Details of the Applicant | | |
| 請求されるかた | 住所　**Address**  （所在地） |  | 日中の連絡先  **Daytime**  **Phone Number**  （携帯電話可）  (Mobile number OK) | ※必ず連絡が取れるところ  ※A phone number where you can be reached  　　　　―　　　　― |
| Katakana |  | 生年月日  **Date of Birth** | Year Month Day  年 月 　日 |
| 氏名  **Full Name**  （名称） |  |

※法人の分を請求する場合は、代表者印を押印してください。押印できない場合は、法人からの委任状が必要です。

※If you request a certificate for a corporation, please affix the company representative’s seal.

If you cannot, a company power of attorney is **required**.

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|  |  |  |
| --- | --- | --- |
| Person named on the certificate(s) | | |
| どなたの証明が必要ですか | Katakana |  | 生年月日  **Date of Birth** | Year Month Day  年 月 　日 |
| 氏名  **Full Name**  （名称） | Seal  For Company  Only |
| 現住所  **Current Address**  （所在地） |  | | |
| 旧住所  **Old Address**  （1/1時点） | （住所が変わった方は１月１日の住所を記入ください。）  (If your address has changed, please write your address as of January 1st of the year to be certified.)  鶴岡市 | | |
| **請求される方と必要な方との関係**（請求される方から見た続柄をご記入ください。）  **Relationship between the applicant and the person named on the certificate(s).**  (Indicate the relationship from the applicant’s perspective)  本人 ・ 同一世帯の親族 ・ その他（　　　　　　 ）→その他の方は委任状が必要です。  Applicant Relative in the same Others “Others” requires a power of attorney  (Oneself)  household | | | |
| **使用目的・提出先　Purpose of use / Recipient**  □ 児童手当用 Child allowance　　　　　　　　　　　　 □ 年金請求 Pension claim  □ 会社へ提出 Submission to a company 　□ 相続手続きのため Inheritance procedures  □ 扶養の申請 Application for dependent status  □ その他 Others ( ) | | | |

|  |  |
| --- | --- |
| Requested Certificate(s) | |
| 必要な証明書 | 種類  **Type of certificate** | 証明内容（**証明する年度、年を記入してください**）  Certification details (**Write the fiscal year or the year to be certified**) | 手数料（1通）  **Fees** (1 copy) | 請求通数  **Number of copies** |
| 納税証明  **Tax Payment Certificate** | 年度分  **fiscal year** | \４００ | Copies |
| 所得・課税証明書  （非課税の場合も含む）  **Income / Taxation Certificate**  (Including Tax-exemption) | 所得の内容　　　　年（１～１２月）分  **Income for** **year** (from Jan to Dec)  最新　・　または or  Latest  課税年度　　　　 年度分  **Taxation for fiscal year** | \４００ | Copies |
| 固定資産台帳の写し  （名寄帳の写し）  **Copy of Fixed Asset Register**  (Also called “NAYOSECHO”) | 最新　・　　　　　年度分  Latest  **fiscal year**  土地　・　家屋 ・　 償却  Depreciation  Building  Land  名義全部 ・ 単独所有のみ ・ 共有のみ  Co-ownership  Sole Ownership  All Assets | １枚につき  \４００  **per copy** | Copies |
| 固定資産評価証明  **Fixed Asset Valuation Certificate** | 最新　・　　　　　年度分  Latest  **fiscal Year**  土地 Land　・　家屋　Building  名義全部 ・ 単独所有のみ ・ 共有のみ  Co-ownership  Sole Ownership  All Assets | 土地・家屋  それぞれ  **Land/Building**  \４００  **each** | Copies |
| 固定資産無しの証明  **Non-ownership Certificate** | 年度分  **fiscal year** | \４００ | Copies |
| その他［　　　　　　　　　　 ］  **Others** |  |  | Copies |

|  |  |
| --- | --- |
| 資産の一部の証明が必要な場合は下欄に　所在地・地番（家屋番号）を記入してください。  If you request a certificate for only part of your assets, please indicate the address and lot number(s) or building number(s) below. | |
| 土地・家屋  **Land/Building** | 鶴岡市 |

　　※１）　昨年の所得証明＝今年度の課税証明　となります。

　 Last year’s income certificate is equivalent to this year’s tax certificate.

　　※２）　５筆または５棟まで１件とし、１筆１棟を増すごとに７０円加算します。

　　　　　　　 Up to 5 land lots or 5 buildings are counted as one item. Each additional property will be charged 70 yen.

　　　　　（例）　土地７筆、建物２棟の場合 (Ex.) For 7 Land lots and 2 Buildings

　　　　　　　　　土地 ４００円＋７０円×２筆＝５４０円 Land lots \400 + \70×2 land lots = \540

\940

９４０円

　　　　　　　　　建物 ４００円 Buildings \400

**同封するものをご確認ください Please check the items to be enclosed**

　□手数料として定額小為替　（　　　　　）円分　 □返信用封筒に切手（　　　　）円添付 / □切手（　　　　）円同封

Fixed-amount postal money order Stamped return envelope **or** Enclosed stamps for

for the certificate fee (amount in yen) (cost of the stamp(s) in yen) postage (cost in yen)

□本人確認書類（　　　　　　　　　 　）のコピー □その他同封のもの　（　　　　　　　　　　　　　　　　　　　　　）

Copy of Identification Document Other items to be enclosed

(ID document type: residence card, etc.)