

# **Issuance of Various Certificates**

## **Outline**

Tax payment certificates are documents stating tax payments have been made. There are different types of tax payment certificates issued, which include Municipal and Prefectural Inhabitant Tax “*shikenminzei*”; Fixed Property Tax “*kotei shisanzei*”; Light Motor Vehicle Tax “*keijidoushazei*”; National Health Insurance Tax “*kokumin kenkou hokenzei*”; and Corporate Municipal Inhabitant Tax “*houjin shiminzei*.”

Other types of certificates issued certifying you have made tax payments include Light Motor Vehicle Inspection Certificate “*keijidousha shakenyou nouzei shoumei*”; Certificate of Full Payment “*kannou shoumei*”; National Health Insurance Tax Payment Amount Confirmation Letter “*kokumin kenkou hokenzei noufugaku kakunin*”; Certificate of Full Payment of all Municipal Taxes “*shizeitou kannou shougou*.”

## **■ Counters**

Certificates including tax payment (excluding Corporate Municipal Inhabitant tax), certificate of tax payment for light motor vehicle inspection (for continuous inspection) and National Health Insurance Tax Payment Amount Confirmation Letter (for filing of final income tax return “*kakutei shinkoku*”) can be obtained at various service centers and community “*gyousei*” centers (with exception of Ota Community “*Gyousei*” Center).

However, the Certificate of Full Payment of all municipal taxes and National Health Insurance Tax Payment Amount Confirmation Letter (for year-end tax adjustment), or Certificate of Full Payment of all Municipal Taxes can only be issued at the Tax Collection Division “*Shuunou-ka*.”

## **■ Items needed for application**

**The items needed for application are as shown below on the next page:**

Type of certificate	Items required for application	Handling fee
Certificate of tax payment “ <i>Nouzei shoumei Sho</i> ”	<ul style="list-style-type: none"> <li>• Photo I.D. (driver’s license, passport*<b>Note</b>, resident “<i>zairyu</i>” card, My Number card, etc.) to verify identity</li> </ul>	¥300 per tax category and per fiscal year
	A letter of proxy “ <i>ininjo</i> ” (written by the person concerned) or procuration “ <i>dairinin sennin todoke</i> ” is required if someone other than the applicant (including family members living together) is coming in to fill out the form.	
	<ul style="list-style-type: none"> <li>• In the case of a corporation, please attach the representative’s seal “<i>daihyousha in</i>” and the letter of proxy to the tax payment certificate issuance application.</li> </ul>	
	※ <a href="#">Click on this link for procuration (letter of proxy) (in Japanese).</a>	
Certificate of tax payment for light motor vehicle inspection “ <i>Keijidoushazei nouzei shoumei sho</i> ” (for continuous inspection)	<ul style="list-style-type: none"> <li>• Vehicle Inspection Certificate “<i>Shakenshou</i>” or copy of one (if someone other than applicant is coming)</li> </ul>	Free of charge
	<ul style="list-style-type: none"> <li>• Photo I.D. of person coming to the counter (driver’s license, passport*<b>Note</b>, resident “<i>zairyu</i>” card, My Number card, etc.)</li> </ul>	
National Health Insurance Tax Payment Confirmation Letter “ <i>Kokumin Kenkou Hoken Noufugaku Kakuninsho</i> ”	This is issued for confirming national health insurance tax payments for year-end tax adjustments and filing your final tax return.	
Certificate of full payment of all municipal taxes “ <i>Shizeitou kannou shougou Hyou</i> ”	In order to receive various services from the city, this is used in place of tax payment certificates to check whether you have completed tax payments. Please contact the respective divisions in charge of the various services for forms.	

**\*Note:** A passport without a holder’s entry (applied for on / after February 4<sup>th</sup>, 2020) cannot be used as an identification document by itself.

## Contact Information:

Ota City Hall,

Tax Collection Division “*Shuunou-Ka*”, (2F, counter 23)

Tel: 0276-47-1936 (Direct)