

# Fiscal Year 2021 Municipal and Prefectural Inhabitant Tax Declaration

## ■ Filing your municipal and prefectural inhabitant tax declaration

Please declare your income and deductions in 2020 (from January 1<sup>st</sup> to December 31<sup>st</sup>, 2020) by March 15<sup>th</sup>, 2021 (Monday). If you do not declare your earned income, it will not only cause inaccurate calculations of municipal and prefectural inhabitant and national health insurance taxes, but it also complicates or prevents the issuances of certificates, such as proof of earnings, taxation certificates, and other certificates necessary for renewing resident status, moving into municipal / prefectural housing, receiving child-care allowance and financial aid for schooling, enrolling into nursery / kindergartens, etc.

Individuals who apply below are required to file even if they did not have any income in the previous year.

(Including individuals who only receive incomes which are exempt from taxation such as surviving families or disability pensions)

- Individuals who wish to receive Income Tax Certificates, etc. which shows that you had no income
- Individuals who are not eligible for deductions (e.g. family), but are covered by the National Health Insurance or other insurance, or who are applying for various benefits (child benefit, etc.) or exemptions (pensions, etc.)



Individuals who are not required to file their municipal and prefectural inhabitant tax declaration

- Individuals filing an income tax declaration at the tax office
- Individuals who do not have any other form of income except from their salary and fill their year-end adjustments “*Nenmatsu Chosei*” through their employer (companies submit on behalf of the employees)
- Individuals who only earn income from their public pension as Certificates of Income and Withholding Tax “*Gensen Choushuuhyou*” which are sent in the end of January each year with no additional or changes to their deductions, insurance premiums, etc.



**Please submit by post to prevent spreading of infectious diseases.**

## ■ How to submit your tax declaration

### 【Submission by post mail】

Please fill in the required information, write your name and sign or *inkan-seal* on the tax declaration, and send it by post. (Please make sure to fill in a phone number that can be reached during the daytime.)

#### 1. Required documents

Photocopy (front and back) of your Resident “*Zairyu*” Card and Individual Number “My Number” / Notification Card, and certificates showing your income, deductions, etc. (copies are accepted as well)

※ If the required documents are not enclosed, you will be unable to receive deductions.

#### 2. Mailing address

〒373-8718 Ota Shiyakusho, Shiminzei-Ka (address not required)  
(Ota City Hall, Municipal Inhabitant Tax Division)

#### 3. For those that had no income in the previous year

For those that had no income in the previous year may use the *Inhabitant and Prefectural Tax Declaration (Easy)*. (You cannot use this tax declaration if you had income of any sort.)



Online tax declaration with time-saving automatic calculation is available on the Ota City website. Please print out the form, sign and stamp it, and submit it to us after filling all your information, or please copy your results on the declaration form and post it to us.

<https://www.city.ota.gunma.jp/005gyosei/0030-006soumu-shiminzei/zeigakuisan.html>



# Only those who are unable to submit by post should come to a declaration site.

## 【Consultation Counter for Tax Declarations】

### ■ Please bring the following items / documents with you when coming in for a consultation

1. Municipal and prefectural inhabitant tax declaration forms (Please bring a mailed envelope as well as forms.), *inkan*-seal, and Resident “*Zairyu*” Card and the photocopy (front & back) of the card
  2. Individual Number “My Number” / Notification Card
  3. Your 2020 Certificates of Income and withholding Tax “*Gensen Choushuuhyou*” or payment certificate from your workplace; business earners of independent businesses, etc., require a book of records that show the income and expenditure, etc. of their enterprise “*Choubo*”
  4. In cases you are receiving deductions for casualty losses, social insurance, life insurance, earthquake insurance premiums, etc., you will need certificates, receipts, etc. from 2020 for those items.
  5. If you are receiving deductions for medical fees, a detailed statement for your medical deduction “*Iryouhi Koujyo no Meisaisho*” or a statement of your medical fees from the medical insurance provider that issued it.
  6. In the case a spouse / dependent family member qualified for deduction is abroad, documents such as a marriage certificate, birth certificate, overseas remittance request form, and other documents that may be used to confirm remittances made to dependent family members.
- ※ For documents in a foreign language, please include a separate Japanese translation.  
※ If there are multiple dependent family members living abroad on your tax declaration, an overseas remittance request form will be required for each member.

The number of venues is reduced due to infection control measures.

Thank you very much for your understanding and cooperation.

Consultation services are unavailable at Ojima and Yabuzukahonmachi Government Building “*Chousha*” this year.

Furthermore, consultation services at Aeon Mall Ota run by Tatebayashi Tax Office are available only for declarations concerning income but not Municipal and Prefectural Inhabitant Tax.

Period (excluding weekends and public holidays)	Location	Reception Hours
Jan. 28 (Thu.) ~ Feb. 9 (Tue.), 2021	Ota City Hall (Main Building) (2F Lounge)	9:00~11:00 & 13:00 ~ 16:00
Feb. 15 (Mon.) ~ Mar. 12 (Fri.), 2021	Nitta Government Building “ <i>Chousha</i> ” (2F / Conference Room “ <i>Dai Kaigishitsu</i> ”) ※Filing final tax returns service is also available, so it is expected to be overcrowded. Please keep your distance while you are there.	9:00~11:00 & 13:00 ~ 15:30

※ Please note, consultation services will not be available at the Municipal Inhabitant Tax Division on the 2<sup>nd</sup> floor at Ota City Hall.

※ Consultation services may finish before closing time due to over crowdedness.

To stay safe, please make sure to follow these.

- Please refrain from coming if you are feeling unwell. People with symptoms of fever, cough or cold are not allowed to come to the venues.
- Wear a mask, follow coughing etiquette, disinfect your hands, keep conversations as minimum as possible and maintain your distances.
- You can also file a declaration on behalf of your family. Please help us to reduce the number of visitors as much as possible. (No problem for visitors with assistance.)



Ota City Hall Municipal Inhabitant Tax Division “*Shiminzei-Ka*”

〒373-8718 Ota-Shi Hama-Cho 2-35 ☎0276-47-1932 or 0276-47-1818 (direct)

### ■ Consultation Concerning Income Tax Declarations

Please contact at the Tatebayashi “*Zeimusho*” Tax Office.

Tatebayashi Tax Office 〒374-8686 Gunma-Ken Tatebayashi-Shi Naka-Machi 11-12 ☎0276-72-4373

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