

Filing your FY2018 Municipal and Prefectural Inhabitant Tax

■ Filing your Municipal and Prefectural Inhabitant Tax

Individuals who require filing their municipal and prefectural inhabitant tax (below) must declare their income and deductions from 2017 (January 1st ~ December 31st, 2017) by March 15th, 2018 (Thursday).

In the case 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 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 childcare centers / kindergartens, etc.

■ Individuals required to file their municipal and prefectural inhabitant tax

Individuals who have an Ota-Shi address as of January 1st, 2018 that are not filing an income tax return and fall under one of the following conditions.

1. Individuals who had income from commercial pursuits or agriculture
2. Individuals who had income from real estate (land rent or house rent) and dividends, etc
3. Salary income earners whose workplace did not submit a payroll report *kyuyo shiharai houkokusho* to City Hall

■ Individuals not required to file their municipal and prefectural inhabitant tax

1. Individuals filing an income tax return.
2. Individuals who do not have any other form of income except from their salary, whose workplace has submitted a payroll report to city hall and has completed their year-end adjustment.
3. Individuals who only earn income from their public pension with no changes to their deductions.
4. Individuals who do have no income, and are qualified spouse / dependent deductions.

■ Things to bring

1. Municipal and prefectural inhabitant tax return forms, *inkan*-seal, and Resident "Zairyu" Card and photocopy (front & back) of card as well.
2. A My Number Card (personal number card) or My Number Notification Card.
A copy of the above mentioned items and your Resident "Zairyu" Card are required.
- ※ Spouses and dependents qualified for deductions do not need to bring the documents listed above, but please confirm the my number filled in your tax return is correct (spouse / dependent's my number).
- ※ If a family relative, etc. is submitting your tax return for you, a copy (front & back) of your My Number Card (personal number card) or My Number Notification Card must be attached with your tax return.
3. A tax withholding slip 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.
4. In the case you are receiving deductions for casualty losses, social insurance, life insurance, earthquake insurance premiums, etc., you will need certificates, receipts, etc. from 2017 for those items.
5. If you are receiving deductions for medical fees, a detailed statement for your medical deduction *iryohi koujyo no meisai* or a statement of your medical fees from the medical insurance provider that issued it.
- ※ You are required to store medical receipts in your house for five years.
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 (for all remittances made abroad during 2017), 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 return, an overseas remittance request form will be required for each member.

Date	Location	Reception hours	Tax returns that cannot be accepted
Jan. 25 (Thurs.)	Nitta Chousha (Government Office) (2F, Large Meeting Rooms)	9:00~12:00 (We will not take in applications in the afternoon)	<p style="writing-mode: vertical-rl; text-orientation: mixed;">Please note that reception service may end earlier than the scheduled time if overly crowded.</p> <ul style="list-style-type: none"> • Final Income Tax Return • Declaration of donation taxes • Declaration of consumption taxes
Jan. 26 (Friday)	Yabuzukahonmachi Chousha (Government Office) (3F, 3A/3B Meeting Rooms)		
Jan. 29 (Mon.) ~ Feb. 9 (Fri.)	Ota City Hall (Main Building) (2F Lounge) ※Parking is expected to become full. For those can car pool or use public transportation are recommended to do so.	9:00~11:00 & 13:00 ~ 16:00 (excludes Sat & Sun.)	
Feb. 14 (Wednesday)	Ojima Chousha (Government Office) (4F, Large Meeting Room)	9:00~12:00 (We will not take in applications in the afternoon)	
Feb. 15 (Thurs.) ~ 21 (Wed.) ※	Ojima Chousha (Government Office) (4F, Large Meeting Room) ※ Reception hours on the 21 st will be finished early at 11:00. It will be closed during the afternoon.		
Feb. 22 (Thurs.) ~ 28 (Wed.) ※	Yabuzukahonmachi Chousha (Government Office) (3F, 3A/3B Meeting Rooms) ※ Reception hours on the 28 th will be finished early at 11:00. It will be closed during the afternoon.	9:00 ~ 11:00 & 13:00 ~ 15:30 (excludes Sat. & Sun.)	
Mar. 1 (Thurs.) ~ 14 (Wed.)	Nitta Chousha (Government Office) (2F, Large Meeting Room)		
Feb. 16 (Fri.) ~ Mar. 15 (Thurs.)	Aeon Mall Ota (2F, Aeon Hall)	9:30 ~ 15:00 (excludes Sat. & Sun.)	<ul style="list-style-type: none"> • The following items out of your Final Income Tax Return: <ul style="list-style-type: none"> • Blue Declaration • Special deduction for housing loan • Declaration of an alienation of land/property, stocks, etc. • Income due to trade transaction • Income from dividends • Income for forestry • Casualty losses • Declaration of donation taxes • Declaration of consumption taxes • The following items out of your Final Income Tax Return: <ul style="list-style-type: none"> • Declaration of an alienation of land / property • Income for forestry • Declaration of donation taxes

- ※ Declarations concerning income from alienation of land/property, income from forestry as well as donations taxes should be submitted directly at the Tatebayashi "Zeimusho" Tax Office.
- ※ Municipal and prefectural inhabitant tax returns will also be accepted by mail. Please fill out the necessary information and press your *inkan*-seal or sign your name on the column of the declaration, and send it via postal mail to Ota City Hall, Municipal Inhabitant Tax Division "Shiminzei-Ka" (〒373-8718 address not required). In addition, enclose a copy of your Residence "Zairyu Card" and My Number Card / My Number Notification Card, and the required documents such as certificates relating to income and various deductions (or copies). If the required documents are not enclosed you will not be able to receive various deductions. Please be sure to write a phone number that can be contacted during business hours.

■ For more information:

Ota City Hall, Municipal Inhabitant Tax Division

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