

# FY2020 Municipal and Prefectural Inhabitant Tax Declaration

## ■ Filing your municipal and prefectural inhabitant tax declaration

Individuals who are required to file their municipal and prefectural inhabitant taxes (below) must declare their income and deductions from 2019 (January 1<sup>st</sup> ~ December 31<sup>st</sup>, 2019) by March 16<sup>th</sup>, 2020 (Monday).

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 declaration

Individuals who have an Ota-Shi address as of January 1<sup>st</sup>, 2020 that are not filing an income tax declaration to the tax office 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
4. Individuals with no income the previous year who wish to receive government services and an Income Tax Certificate.

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

1. Individuals filing an income tax declaration to the tax office.
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 have no income, but are qualified for spouse / dependent deductions.

## ■ How to submit your tax declaration

### 【Submission by post mail】

Consultation counters for tax declarations will be extremely crowded, so please send it through post mail. Please fill in the required information and sign your name or inkan-seal on the tax declaration. (Please make sure to fill in a phone number that can be reached during the daytime.)

#### 1. Required documents

Copy (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

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

#### 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.)

## Consultation Counter for Tax Declarations

You may come in for a consultation and complete your tax declaration on the following dates below. Please make sure to check and bring the required items with you when coming in for a consultation.

### ■ 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 copy (front & back) of card
  2. Individual Number “My Number” / Notification Card
- ※ Spouses and dependents qualified for deductions do not need to bring the documents listed above, but please confirm that the individual number filled in your tax declaration is correct (spouse / dependent’s individual number).
- ※ If a family relative, etc. is submitting your tax declaration for you, a copy (front and back) of their Individual Number “My Number” / Notification Card must be attached with your tax declaration.
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 2019 for those items.
  5. If you are receiving deductions for medical fees, a detailed statement for your medical deduction “*iryouchi 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 2019), 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.

## Schedule for the Consultation Counter for Municipal and Prefectural Inhabitant Tax Declarations

Date	Location	Reception hours
Jan. 28 (Tues.) ~ Feb. 10 (Mon.)	Ota City Hall (Main Building) (2F Lounge) ※ Parking is expected to be full. For those can car pool or use public transportation are recommended to do so.	9:00~11:00 & 13:00 ~ 16:00 (excludes Saturdays, Sundays, and Holidays) ※ Please come with the understanding that consultation services may finish before closing time due to over crowdedness.

Furthermore, consultation services are also available at Ojima Chousha, Nitta Chousha, Yabuzukahonmachi Chousha, and Aeon Mall from February 14 to March 16. Please visit the Ota-Shi Home Page or Kouho Ota (February 1<sup>st</sup> edition) for details concerning time, etc.

※ 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 Concerning Income Tax Declarations

Consultations for declarations concerning income should be directed at the Tatebayashi “*Zeimusho*” Tax Office.

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

### For more information

Ota City Hall Municipal Inhabitant Tax Division 〒373-8718 Ota-Shi Hama-Cho 2-35 ☎0276-47-1932 or 0276-47-1818 (direct)

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