

## Filing your FY2017 Municipal and Prefectural Inhabitant Tax

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Since municipal and prefectural inhabitant taxes are calculated based on the previous year's income, you need to declare the income earned from January 1, 2016 to December 31, 2016.

In the case you do not declare your income earned, 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 1<sup>st</sup>, 2017 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:
  - ① who had income from commercial pursuits, agriculture, dividends, real estate, transfer of property, etc. in addition to their salary.
  - ② whose workplace did not submit a payroll report "kyuyo shiharai houkokusho" to City Hall
4. Individuals who have received municipal and prefectural inhabitant tax return forms the 2017 fiscal year (individuals who have no income as described in 1, 2, and 3, and are qualified for spouse and dependent deductions are excluded.)

### ■ 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.
  2. ① A My Number Card (personal number card) or My Number Notification Card.  
② A copy of the above mentioned items and your Resident "Zairyu" Card are required.  
*For municipal and prefectural inhabitant tax returns and Aeon, items in ① are required; tax returns for Ojima, Nitta, and Yabuzukahonmachi Chousha require both items listed in ① and ②.*
- ※ 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).
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, medical expenses, social insurance, life insurance, earthquake insurance premiums, etc., you will need certificates, receipts, etc. from 2016 for those items.
  5. 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 2016), 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 for your 2017 tax return, an overseas remittance request form will be required for each member.

**When submitting your tax return** Submissions at Ojima, Nitta, and Yabuzukahonmachi Chousha are expected to require more time than at Aeon due to the submission of My Number documents.

■ Reception schedule of municipal and prefectural inhabitant tax filings

Date	Location	Reception hours	Documents that cannot be accepted
Jan. 26 (Thurs.)	Ota Gyousei (Community) Center (Assembly Room 1)	9:00 ~12:00 for all locations (We will not take in applications in the afternoon) <b>※ Please note that reception service may end earlier than the scheduled time if overly crowded.</b>	<ul style="list-style-type: none"> <li>▪ <b>Final Income Tax Return;</b></li> <li>▪ Declaration of donation taxes;</li> <li>▪ Declaration of consumption taxes.</li> </ul>
Jan. 27 (Fri.)	Niragawa Gyousei (Community) Center (Large Hall)		
Jan. 30 (Mon.)	Yabuzukahonmachi Chousha (Government Office) (3F, 3A Meeting Room)		
Jan. 31 (Tue.)	Sawano Gyousei (Community) Center (1F, Tamokuteki (Multi-purpose) Halls A/B)		
Feb. 1 (Wed.)	Housen Gyousei (Community) Center (1F, Tamokuteki (Multi-purpose) Hall)		
Feb. 2 (Thurs.)	Kyuhaku Gyousei (Community) Center (2F, 1/2 Seminar Rooms)		
Feb. 3 (Fri.)	Morita Gyousei (Community) Center (2F, 1/4 Seminar Rooms)		
Feb. 6 (Mon.)	Nitta Chousha (Government Office) (2F, Large Meeting Room)		
Feb. 7 (Tue.)	Torinogo Gyousei (Community) Center (2F, Large Meeting Rooms 1/2)		
Feb. 8 (Wed.)	Kuai Gyousei (Community) Center (1F, Fureai Halls A/B)		
Feb. 9 (Thurs.)	Godo Gyousei (Community) Center (1F, Tamokuteki (Multi-purpose) Hall)	9:00~11:00 & 13:00~15:30 (except Sat. & Sun.) <b>※ Please note that reception service may end earlier than the scheduled time if overly crowded.</b>	<ul style="list-style-type: none"> <li>▪ The following items out of your Final Income Tax Return:                             <ul style="list-style-type: none"> <li>• Blue Declaration</li> <li>• Special deduction for housing loan</li> <li>• Declaration of an alienation of land, property, stocks, etc.</li> <li>• Income due to trade transaction</li> <li>• Income from dividends</li> <li>• Income for forestry</li> <li>• Casualty losses</li> </ul> </li> <li>▪ Declaration of donation taxes;</li> <li>▪ Declaration of consumption taxes.</li> </ul>
Feb. 15 (Wed.) ~ 21 (Tue.) ※	Ojima Chousha (Government Office) (4F, Large Meeting Room) ※ Reception hours on the 21 <sup>st</sup> will be finished early at 11:00. It will be closed during the afternoon.		
Feb. 22 (Wed.) ~ 28 (Tue.) ※	Yabuzukahonmachi Chousha (Government Office) (3F, 3A/3B Meeting Rooms) ※ Reception hours on the 28 <sup>th</sup> will be finished early at 11:00. It will be closed during the afternoon		
Mar. 1 (Wed.) ~ 14 (Tue.)	Nitta Chousha (Government Office) (2F, Large Meeting Room)	9:30~15:00 (except Sat. & Sun.) <b>※ Please note that reception service may end earlier than the scheduled time if overly crowded.</b>	<ul style="list-style-type: none"> <li>▪ The following items out of your Final Income Tax Return:                             <ul style="list-style-type: none"> <li>• Declaration of an alienation of land / property, stocks, etc.</li> <li>• Income for forestry</li> </ul> </li> <li>▪ Declaration of donation taxes;</li> </ul>
Feb. 16 (Thurs.) ~ Mar. 15 (Wed.)	Aeon Mall Ota (2F, Aeon Hall)		

※ Filings will be accepted at the locations mentioned above. Filings of income tax returns will not be accepted at Ota City Hall, Municipal Inhabitant Tax Division "Shiminzei-Ka", or at any government offices.

※ File final income returns concerning income from alienation of land / property, stocks, etc., income from forestry as well as file the form for donation taxes can 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 the *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 enter 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

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