

Income Certificate and Other Certificates for Tax Purposes

■ Types of certificates and handling fees

Type of certificate	Items required for application	Handling fee
<ul style="list-style-type: none"> Income Certificate “<i>Shotoku Shoumei</i>” Tax Certificate “<i>Kazei Shoumei</i>” Tax-exemption Certificate “<i>Hikazei Shoumei</i>” 	<ul style="list-style-type: none"> Identification of person visiting For individuals besides the person concerned or relatives (living in the same household) visiting are required to bring a letter of attorney or proxy (written by person concerned “<i>honnin</i>”) in order to apply. 	¥300 per copy
<ul style="list-style-type: none"> Certificate of Location (corporate) Certificate of Business Operation (corporate) 	<ul style="list-style-type: none"> Identification of person visiting 	¥300 per copy
<ul style="list-style-type: none"> Certificate of Business Operation (private) Certificate of Business Establishment / Closure (private) 	<ul style="list-style-type: none"> Identification of person visiting For individuals besides the person concerned or relatives (living in the same household) visiting are required to bring a letter of attorney or proxy (written by person concerned “<i>honnin</i>”) in order to apply. 	¥300 per copy
<ul style="list-style-type: none"> Tax-exemption Certificate for use in Renewal Inspection of Light Motor Vehicle Registration 	<ul style="list-style-type: none"> Identification of person visiting Car inspection certificate “<i>Shakensho</i>” (photocopy is accepted) For digital car inspection certificate, both the certificate and Matters Recorded on Car Inspection Certificate “<i>Jidousha Kensashou Kiroku Jikou</i>” are required. 	Free of charge
<ul style="list-style-type: none"> Certificate issued following change in town names “<i>choumei</i>” (corporate) 	<ul style="list-style-type: none"> Identification of person visiting 	Free of charge

■ Documents that may be used for identification

1. Verification with 1 document: Photo ID documents issued by the country or municipality such as a driver’s license; residence “*zairyu*” card; passport; ID with photo issued from national or municipal office
2. Verification with 2 documents: Health insurance card “*Kenkou Hokensho*,” Pension Account Book “*Nenkin Techou*,” Nursing care insurance card “*Kaigo Hokenshou*,” etc.

■ **Other Establishments that Issue Official Certificates / Documents**

Besides the Municipal Inhabitant Tax Division at Ota City Hall, issuances concerning income certificate, tax certificate, tax-exemption certificate and certificate of location (corporate) may also be conducted at the places below.

Service Centers and Community “Gyosei” Centers

(Excluding Ota Community “Gyosei” Center)

Issuances concerning income certificate, tax certificate can be obtained at convenience stores using your My Number Card.

Contact Information:

Ota City Hall, Municipal Inhabitant Tax Division

“Shiminzei-Ka,” (2F, counter 22)

Tel: 0276-47-1931 / 0276-47-1932 / 0276-47-1818

Address: 〒373-8718 Ota-Shi, Hama-Cho 2-35