

Fiscal Year 2025 Municipal and Prefectural Inhabitant Tax

■ Filing Municipal and Prefectural Inhabitant Tax Declaration

If you apply any of the conditions in “**Who Needs to file a Tax Declaration?**” below, you must declare the amount of your income and deductions in 2024 (from January 1st to December 31st, 2024) by **March 17th, 2025 (Monday)**.

If you do not file your tax declaration, 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 or prefectural housings, receiving child-care allowance and financial aid for schooling, enrolling your children into nursery or kindergartens or other purposes.

■ Who Needs to File a Tax Declaration?

If you are a person who has an address in Ota City as of January 1st, 2025, does not file a Tax Return *Kakutei Shinkoku* with a tax office and who fall into one of the following categories below:

1. You had income from business, agriculture, or other sources.
2. You had income from real estate (land rent, rent from housing property), or dividends.
3. You are a salaried employee and your employer did not submit payment reports to the city.

You MUST file tax declaration

if you had no income in 2024 but apply any of the conditions below.

- You need to receive Income Tax Certificates or other certificates which show that you had no income.
- You are not eligible for deductions (incl. family deductions), but are covered by the National Health Insurance or other insurance, or are applying for various benefits (incl. childcare allowance *Jidou Teate*) or exemptions (incl. pensions).

(Please file your tax declaration even if you had **no income** or **only had tax-exempt income** such as surviving families/disability pensions in the previous year if one of those above applies to you.)



You do NOT need to file tax declaration

if you apply any of the conditions below.

- You file a final income tax return at a tax office.
- You did not have any other form of income except for salary, and you fill(ed) in Year-End Adjustments *Neenmatsu Chousei* through your employer (and your employers submit to the city on behalf of you).
- You earned income from public pension as Certificates of Income and Withholding Tax *Gensen Choushuhyou* which are sent in the end of January each year with no additional/changes to your deductions, insurance premiums, etc.



■ How to Submit

[By Post]

Please fill in the required information, write your name in the name field of the declaration form and send it by post. **(Please include a phone number that you can be reached during the daytime.)**

1. What to Send with the Declaration Form

Photocopy (front and back) of your Resident *Zairyu* Card and *My-Number* Card (or the Notification Card), and certificates showing your income, deductions, or other certificates. (Photocopies are also accepted as certificates.)

Note: Please be aware that you will not to receive deductions if you do not enclose all of the documents that are required to submit.

2. Where to

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

3. If you did not have income in the previous year:

Please use an Easy version “*Kan-i*” of the Municipal and Prefectural Inhabitant Tax Declaration Form. (You cannot use this tax declaration form if you had income of any sort.)

Since venues are expected to be overcrowded Submission By Mail is Highly Recommended.



Online tax declaration form with time-saving automatic calculation is available on the city website (in Japanese only). Please print it out, sign it, and submit it to us after filling all your information, or transcribe the results on the declaration form by hand and post it to us.

<https://www.city.ota.gunma.jp/page/2807.html>



【At Counter】

What to Bring

1. Municipal and Prefectural Inhabitant Tax Declaration Form with a mailed envelope, Residence *Zairyu* Card and the photocopy (front & back) of the card
2. *My-Number* Card or the Notification Card
3. 2024 Certificates of Income and Withholding Tax *Gensen Choushuhyou* or payment certificate from your employer; for those acquiring a business such as self-employed, books showing income and expenditure including account ledgers *Choubo*, etc.
4. If you are receiving deductions (incl. casualty losses, social insurance, life insurance, earthquake insurance premiums): Certificates and receipts in 2024 for those items.
5. If you are receiving deductions of medical expenses: a detailed statement for your medical deduction or a statement of your medical expenses from the medical insurance provider that issued it.

Where and When Counter Open in 2025

Period (excl. weekends and public holiday)	Location	Hours
Jan. 31 (Fri.) to Feb. 12 (Wed.)	Ota City Hall (2F Lounge)	9:00 - 11:00 & 13:00 - 15:30
Feb. 17 (Mon.) to Mar. 14 (Fri.)	Nitta Government Building <i>Nitta Chousha</i> (2F / Conference Room <i>Dai Kaigishitsu</i>) *Expected to be overcrowded, so submission by post is highly recommended.	

For inquiries regarding Municipal and Prefectural Inhabitant Tax,
please contact at:

Municipal Inhabitant Tax Division *Shiminzei-Ka*
of the Ota City Hall (2F / Counter 22).
〒373-8718 Ota-Shi Hama-Cho 2-35
☎0276-47-1932 or 0276-47-1818 (direct)

Concerning **Final Income Tax Return** *Shotokuzei no Kakutei Shinkoku*;
please contact at the **Tatebayashi Tax Office** for Consultation.

Tatebayashi Tax Office *Tatebayashi Zeimusho*

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