

Issuance of Various Certificates

Outline

Tax payment certificates are documents stating tax payments have been made. There are different types of tax payment certificates issued, which include Municipal and Prefectural Inhabitant Tax *Shikenminzei*; Fixed Property Tax *Kotei Shisanzei*; Light Motor Vehicle Tax *Keijidoushazei*; National Health Insurance Tax *Kokumin Kenkou Hokenzei*; and Corporate Municipal Inhabitant Tax *Houjin Shiminzei*.

Other types of certificates issued certifying you have made tax payments include Light Motor Vehicle Inspection Certificate *Keijidousha Shakenyou Nouzei Shoumei*; Certificate of Full Payment *Kannou Shoumei*; National Health Insurance Tax Payment Amount Confirmation Letter *Kokumin Kenkou Hokenzei Noufugaku Kakunin*; Certificate of Full Payment of all Municipal Taxes *Shizeitou Kannou Shougou*.

■ Where to Receive

Certificates can be obtained at various Service Centers and Community *Gyousei* Centers (with exception of Ota Community Center) including tax payment (excluding Corporate Municipal Inhabitant Tax), certificate of tax payment for light motor vehicle inspection (for continuous inspection) and National Health Insurance Tax Payment Amount Confirmation Letter (for filing of final income tax return *Kakutei Shinkoku*).

However, the Certificate of Full Payment of all municipal taxes and National Health Insurance Tax Payment Amount Confirmation Letter (for year-end tax adjustment), or Certificate of Full Payment of all Municipal Taxes can only be issued at the Tax Collection Division *Shunou-Ka* (Ota City Hall, 2F / Counter 23).

■ What to Bring

The items needed for application are as shown below on the next page:

Type of certificate	Items required for application	Handling fee
Certificate of Tax Payment <i>Nouzei Shoumeisho</i> Certificate of Completion of Payment <i>Kannou Shoumeisho</i>	• Photo I.D. (driver's license, Residence <i>Zairyu</i> Card, My Number card, etc.) to verify identity • A letter of proxy <i>Ininjo</i> (written by the person concerned) or procuration <i>Dairinin Sennin Todoke</i> is required if someone other than the applicant (incl. family members living together) is coming in to fill out the form. • In the case of a corporation, you must attach the seal of the representative <i>Daihyousha In</i> and the letter of proxy to the tax payment certificate issuance application. ※ Click on this link for procuration (letter of proxy) (in Japanese).	¥300 per tax category and per fiscal year (For Certificate of Completion of Payment: ¥300 per copy)
Certificate of tax payment for light motor vehicle inspection <i>Keijidoushazei Nouzei Shoumeisho</i> (For continuous inspection)	• Vehicle Inspection Certificate <i>Shakenshou</i> or the copy (if someone other than applicant is coming)^{*Note} ^{*Note}: A copy of the vehicle inspection certificate can only be substituted within the validity period of the vehicle inspection. • Photo I.D. of person coming to the counter (driver's license, Residence <i>Zairyu</i> Card, My Number card, etc.)	Free of charge
National Health Insurance Tax Payment Confirmation Letter <i>Kokumin Kenkou Hoken Noufugaku Kakuninsho</i>	Issued for confirming National Health Insurance Tax payments for year-end tax adjustments or/and filing your final tax return.	
Certificate of full payment of all municipal taxes <i>Shizeitou Kannou Shougou Hyou</i>	Used in place of tax payment certificates to check whether you have completed tax payments in order to receive various services from the city. Please contact the respective divisions in charge of the various services to which forms are required.	

Certificate of Completion of Payment of all Municipal Taxes, etc.

■ Outline

When a resident applies for the city's institutional services, personnel at the Tax Collection Division Counter at City Hall (2F/Counter23) will verify if payments have been completed; Certificate of Full Payment of all Municipal Taxes with a seal *Shougou In* will be issued instead of tax payment certificates (free of charge).

※If you are in arrears, you may not be able to receive various City services due to the lack of a fully paid verification.

■ Necessary procedures

Please receive an application form in the prescribed format after discussing with the division in charge at the city hall where the service is going to be provided.

After filling out the form, please come to the Tax Collection Division (Ota City Hall 2F / Counter 23) in order to receive a verification seal, and submit the form to the division in charge of the service.

※If you are in arrears, please make the payment as soon as possible.

Contact Information:

Ota City Hall (2F, Counter 23),
Tax Collection Division *Shunou-Ka*,
Tel: 0276-47-1936 (Direct)