

# Certificates for Income and Tax

## ■ Types of Certificates that are issued at the Municipal Inhabitant Tax Division

Certificate	Items Required for at Counter	Fee per copy
<ul style="list-style-type: none"> <li>Income and Taxation Certificate <i>Shotoku Kazei Shoumei</i></li> <li>Tax Exemption Certificate <i>Hikazei Shoumei</i></li> </ul>	①ID of person applying ※A Letter of Proxy (written by person concerned) if individuals besides the person concerned or relatives (living in the same household) visiting. ②Application form (Available at the city website and the counter.)	¥300
<ul style="list-style-type: none"> <li>Tax Exemption Certificate for use Light Motor Vehicle Inspection <i>Kei Jidousha no Shaken ni Tsukau Hikazei Shoumei</i></li> </ul>	①ID of person applying ②Car Inspection Certificate <i>Shakenshou</i> (Photocopy of the certificate is accepted.) <b>Note:</b> For digital car inspection certificate, both the certificate and Matters Recorded on Car Inspection Certificate <i>Jidousha Kensashou Kiroku Jikou</i> are required. ③Application form (for Renewal) (The form is available at the counter.)	Free
<ul style="list-style-type: none"> <li>Certificate of Location <i>Shozaichi Shoumei</i></li> </ul>	①ID of person applying ※ A Letter of Proxy (written by person concerned) if individuals besides the person concerned or relatives (living in the same household) visiting for application of certificate of business operation or certificate of business establishment or closure. ②Application Form (Available at the city website and the counter.)	¥300
<ul style="list-style-type: none"> <li>Certificate of Business <i>Eigyō Shoumei</i></li> <li>Certificate of Business Establishment / Closure <i>Kaigyō Haigyō Shoumei</i></li> </ul>		
(Corporate <i>Houjin</i> ) <ul style="list-style-type: none"> <li>Certificate issued following change in town names <i>Choumei Henkou ni Tomonau Shoumei</i></li> </ul>		

### Ota City Hall Contact Information:

〒373-8718 Gunma-Ken Ota-Shi Hama-Cho 2-35 TEL:0276-47-1111(general) / FAX:0276-47-1888  
 Service Hours: 8:30 ~ 17:15 (weekdays)

## ■ Documents that may be used for ID

1. **Verification with 1 document:** Photo ID documents issued by the country or municipality such as a Residence *Zairyu* Card; My Number Card; passport; driver's license; or other ID with photo issued from National or Municipal office (Must be valid.)
2. **Verification with 2 documents:** Eligibility Certificate of Health Insurance *Kenkou Hokenshou* (former Health Insurance Card) Pension Account Book *Nenkin Techou*, Nursing Care Insurance Card *Kaigo Hokenshou*, etc.

## ■ Other Establishments that Issue Certificates in the city

Location	Income and Taxation Certificate	Certificate of Location	Tax Exemption Certificate for Light Motor Vehicle Inspection
Convenience Stores (※)	Required <b>My Number Card</b>	Unavailable	Unavailable
East/West Service Centers	Available	Available	Unavailable
Community Centers* <small>*Excl. Ota Community Center</small>	Available	Available	Available

※Please note that issuance at convenience stores have some restriction.

## Contact Information Regarding Issuance of Certificate:

Ota City Hall (2F, Counter 22),

Municipal Inhabitant Tax Division *Shiminzei-Ka Shozei-Kakari*

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

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

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