

# Fiscal Year 2022 Municipal and Prefectural Inhabitant Tax

## ■ Filing your municipal and prefectural inhabitant tax declaration

Please declare your income and deductions in 2021 (from January 1<sup>st</sup> to December 31<sup>st</sup>, 2021) by March 15<sup>th</sup>, 2022 (Tuesday) if you are required to file (see the details below).

If you do not declare, 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 / prefectural housing, receiving child-care allowance and financial aid for schooling, enrolling into nursery / kindergartens, etc.

Individuals who apply below are required to file even if they did not have any income in the previous year.

(Incl. individuals who only receive incomes which are exempt from taxation such as surviving families or disability pensions)

- Needing to receive Income Tax Certificates, etc. which shows that you had no income
- Not eligible for deductions (e.g. family), but are covered by the National Health Insurance or other insurance, or are applying for various benefits (child-care allowance, etc.) or exemptions (pensions, etc.)



Individuals who are not required to file their municipal and prefectural inhabitant tax declaration

- Filing a final income tax return at the tax office
- Not having any other form of income except for their salary and fill their year-end adjustments “*Nenmatsu Chosei*” through their employer (companies submit on behalf of the employees to the city.)
- Only earning income from their public pension as Certificates of Income and Withholding Tax “*Gensen Choushuuhyou*” which are sent in the end of January each year with no additional or changes to their deductions, insurance premiums, etc.



## Submit by post to prevent spreading of infectious diseases.

### ■ How to submit your tax declaration

【Submission by post mail】

Please fill in the required information, write your name on the tax declaration and send it by post. (Please make sure to fill in a phone number that can be reached during the daytime.)

#### 1. Required documents

Photocopy (front and back) of your Resident “*Zairyu*” Card and Individual Number Card or the Notification Card, and certificates showing your income, deductions, etc. (Photocopies are accepted as well.)

※ If the required documents are not enclosed, you will be unable to receive deductions.

#### 2. Mailing address

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

#### 3. For those that had no income in the previous year

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



Japanese Only

↑ <https://www.city.ota.gunma.jp/005gyosei/0030-006soumu-shiminzei/zeigakusisan.html>

Online tax declaration with time-saving automatic calculation is available on the Ota City website. Please print out the form and sign it, and submit it to us after filling all your information, or copy your results on the declaration form and post it to us.



# Only those who are unable to submit by post should come to a declaration site.

## 【Consultation Counter for Tax Declarations】

### ■ Please bring the following items / documents with you when coming in for a consultation.

1. Municipal and prefectural inhabitant tax declaration forms (Please bring a mailed envelope as well as forms.), Resident “Zairyu” Card and the photocopy (front & back) of the card
  2. Individual Number Card or the Notification Card
  3. Your 2021 Certificates of Income and withholding Tax “Gensen Choushuuhyou” 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 “Choubo”
  4. In cases you are receiving deductions for casualty losses, social insurance, life insurance, earthquake insurance premiums, etc., you will need certificates, receipts, etc. from 2021 for those items.
  5. If you are receiving deductions for medical fees, a detailed statement for your medical deduction “Iryouhi Koujyo no Meisaisho” or a statement of your medical fees from the medical insurance provider that issued it.
  6. 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 (certificate).
- ※ For documents in a foreign language, please include a separate Japanese translation.  
※ If there are multiple dependent family members living abroad on your tax declaration, an overseas remittance request form will be required for each member.

Period (excluding weekends and public holidays)	Location	Reception Hours
Jan. 28 (Fri.) ~ Feb. 10 (Thu.), 2022	Ota City Hall (Main Building) (2F Lounge) ※The parking lot is expected to be crowded, so please share a ride or use public transportation.	9:00~11:00 & 13:00~16:00
Feb. 16 (Wed.) ~ Mar. 14 (Mon.), 2022	Nitta Government Building “Chousha” (2F / Conference Room “Dai Kaigishitsu”) ※Filing final tax returns service is also available, so it is expected to be overcrowded. Please keep your distance at the venue.	9:00~11:00 & 13:00~15:30

※ Consultation services will not be available at the Municipal Inhabitant Tax Division on the 2<sup>nd</sup> floor at Ota City Hall.

※ Services at the venues may finish before closing time due to over crowdedness.

※ Consultation services at Aeon Mall Ota run by Tatebayashi Tax Office are available only for declarations concerning final income tax returns “Shotokuzei no Kakutei Shinkoku” but not municipal and prefectural inhabitant tax.

※ If you prepare the statement of income and expenditure and the statement of medical expense deduction at the venues, you will need to spend more time there. To prevent infections and reduce congestion, please prepare or compile them at home beforehand.

### To stay safe, please make sure to follow these.

- Please refrain from coming if you are feeling unwell. People with symptoms of fever, cough or cold are not allowed to come to the venues.
- Wear a mask, follow coughing etiquette, disinfect your hands, keep conversations as minimum as possible and maintain your distances.
- You can also file a declaration on behalf of your family. Please help us to reduce the number of visitors as much as possible. (No problem for visitors with assistance.)



### ■ Consultation Concerning Final Income Tax Return “Shotokuzei no Kakutei Shinkoku”

For inquiries, contact at the Tatebayashi Tax Office.

**Contact:** Tatebayashi Tax Office “Zeimusho”

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

**Ota City Hall Municipal Inhabitant Tax Division “Shiminzei-Ka”**

〒373-8718 Ota-Shi Hama-Cho 2-35 ☎0276-47-1932 or 0276-47-1818 (direct)

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