

【記入例】
EXAMPLE

個人申請用 Individual

税証明交付申請書(郵便請求用)
Tax Certificate Mail Request Form

令和 年 月 日
Date 2021 / 6 / 11
(Year / Month / Day)

Please fill in the details of the person whose certificate is needed.

ふりがな Furigana	おおいた たろう			
証明が必要な方の氏名 Name of the Person who Needs the Certificate	OITA Taro			
生年月日 Birthdate	大正・昭和・平成・令和 1992 年 4 月 4 日 (Year) (Month) (Day)			
現住所 Current Address	〒○○○-○○○ ○○ken○○shi○○machi○-○-○			
大分市に居住していたときの住所 Former Address in Oita City (if applicable)	Oita City ○○machi ○-○-○ [Name of Apartment Building] [Room number]	旧姓 Maiden Name	()	
日中の連絡先電話番号 Daytime Phone Number	090-○○○○-○○○○			
代理人が請求する場合 Please fill this part if you are a proxy.	代理人氏名 Proxy's Full Name	※委任状が必要になります Authorization letter is required.		
	代理人住所 Proxy's Address			
必要な証明書の種類・必要通数 Type of Certificate Needed and Number of Copies	証明書の種類 Type of Certificate	必要年度 Fiscal Year	通数 Number of Copies	
	① 市民税・県民税課税証明書 RESIDENT TAX TAX DECLARATION (所得額・税額・控除額記載あり) INCLUDES INCOME, TAXES, AND DEDUCTIONS	2021 (年中の収入がわかるもの) (2020 INCOME YEAR)	1 通	
	② 納税証明書 TAX PAYMENT ※市税の種類を指定してください。 ※ Please encircle which type of tax certificate.		1 通	
	1. 市県民税 RESIDENT TAX			
	2. 固定資産税 FIXED ASSETS TAX			
	3. その他 OTHERS ()			
	3 完納証明書 TAX CLEARANCE			
④ 記載事項(評価)証明書 VALUATION OF FIXED ASSETS		1 通		
5 記載事項(公課)証明書 TAX ROLL				
⑥ 名寄帳 FIXED ASSET REGISTER		1 通		
7 その他 OTHERS ()				
使用目的 Purpose	<input checked="" type="checkbox"/> 融資 (Financing) ・ 扶養手続 (Claiming Dependent/s) ・ 公営住宅 (Public Housing) <input type="checkbox"/> 児童手当 (Child-support Allowance) ・ 幼稚園 (Kindergarten) ・ 保育園 (Nursery School) <input type="checkbox"/> 年金 (Pension) ・ ビザ更新 (Visa Renewal) ・ その他 (Others) ()			
固定資産の場合物件の指定があれば記入して下さい。 Optional: Properties to list on fixed assets-related certificate(s).	土地 Land Properties		家屋 Building Properties	
	大字 District (Oaza)	地番 Parcel Number	大字 District (Oaza)	地番 Parcel Number
	Oita	123 banchi - 4	Oita	123 banchi - 4
				家屋番号 Building Number
				123 ban - 4

Use capital letters for the whole last name. If it is for the deceased person's certificate, please indicate deceased before the name. Example:

Please provide your former last name if your last name has changed after you moved out of Oita City.

Please provide the requester's phone number.

Please fill out the proxy details if you are requesting the certificate on behalf of someone.

2021
⇒ INCOME FROM JANUARY TO DECEMBER 2020
2020
⇒ INCOME FROM JANUARY TO DECEMBER 2019
2019
⇒ INCOME FROM JANUARY TO DECEMBER 2018

Please specify which type of tax by encircling the number(s).

TAX PAYMENT, VALUATION, AND TAX ROLL CERTIFICATES
For more than 2 copies of fiscal year certificate, it will cost 60 yen for each additional copy.

It will be printed per fiscal year and per ownership.

TAX PAYMENT CERTIFICATE
You can select multiple type of tax in one year.

この申請書と同封していただくもの WHAT TO MAIL WITH THE REQUEST FORM

- ① 証明発行手数料
Fees and Payment 1 通 300円 (ゆうちょ銀行または郵便局の定額小為替)
300 yen per copy (Fixed Amount Postal Money Order)
※定額小為替の各項目への記入は不要です。
No need to fill in any details.
※名寄帳については、1枚につき10円の複写料を加算します。
Each fixed asset register (nayosecho) costs 10 yen. Please include this amount to your payment.
- ② 返信用封筒
Self-Addressed Stamped Envelope 宛名を書いて、切手を貼ったもの
Write your return address and put a postage stamp on the envelope
- ③ ご本人であることを証明する書
Proof of Identification マイナンバーカード、運転免許証、健康保険証などの写し
Photocopy of My Number Card, driver's license, health insurance card, residence card, etc.
※代理人の場合、代理人の身分証の写しと本人からの委任状
If the requester is a PROXY, please provide proxy's proof identification and authorization letter.

FIXED ASSET REGISTER
There is no issuance fee, but there is a service charge of 300 yen per fiscal year plus 10 yen for each copy.
It will be printed per fiscal year and per ownership.

※Authorization letter is required if the requester is a proxy. Please see "Authorization Letter Sample" for reference.

(注) 上記の同封していただくもの以外に戸籍謄本や登記事項証明(全部事項)などの添付も必要となる場合がございます。また証明書に記載する既定項目数を超える物件数に応じて発行手数料が変わりますので、あらかじめ下記までお問い合わせのうえ、ご確認いただきますようお願いいたします。
NOTES: In addition to the items listed above, you may need to attach other supporting documents such as a copy of Family Registry, Registered Matters (detailed information), etc. The number of detail items that can listed on the certificate is limited, and the issuance fee will vary depending on the number of properties. Please contact us in advance for details.

◎お問合せ先 □ ◎For any questions or inquiries please contact
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