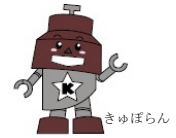


# Municipal / Prefectural Tax Declaration Manual



This declaration of yours will be used as materials for calculating the amount of your Municipal / Prefectural Tax for you to pay, for issuing Certificate of your Municipal / Prefectural Taxes taxation or Tax-exemption (Required in applying for Nursing schools, Childcare Allowance, Renewal of Residence status, etc.), for calculating National Health Insurance Tax, National Pension Premium and for assessing varieties of grants (Children's Medical Expenses Aid, School Expense Subsidy, etc.).

## ◆Municipal / Prefectural Tax system

### □Person who have tax-payment obligation

Have a residing address in Kawaguchi city as of January 1<sup>st</sup>.

Not residing in Kawaguchi city but own work place, office, house or other property in Kawaguchi city.

### □Payment procedure

The amount of Municipal / Prefectural Tax is determined by your previous year's income and deductions and will be levied from June.

◎Ordinary collection.....Upon receipt of Tax Due Notification, pay directly at window 4 times/year  
(June / August / October / January in the following year).

◎Special collection.....Arrangement of paying taxes by deduction from your monthly salary or public pension (from June to May in the following year).

**Declaration due is March 15<sup>th</sup>.**

## ◆Necessary documents for declaration

- Municipal / Prefectural Tax declaration Form
- Personal ID (Residence card, Insurance card, Driver's License, etc.)
- Inkan (Self-inking style inkan is not accepted)
- Documents that prove your income and gaining (Withholding slip / Payment slip, etc.)
- Certificate of deduction (each)

Certificate of Payment or Receipt of each social insurance premiums(Health Insurance /Medical Insurance for Latter-Stage Elderly / Nursing-Care Insurance / National Pension, etc.).

Facilitate your declaration by **sending it by post!!**

### Venue is expected to be very crowded

If you have no questions or problems in filling in declaration forms, declaration by post using enclosed envelope with return address is recommended.

In case you come to the venue for declaration, bring someone who understands Japanese if you need language assistance.

# 【Example】

Be sure to fill out and put Inkan in the shading part below (Currently residing address / Phone number / Name / Date of birth).

現住所		電話	
賦課期日 1月1日現在の住所		個人番号	
フリガナ		生年月日	
氏名		職業	

## Example 1 Have salary and be issued Withholding slip and/or Payment slip

Paste a copy of Withholding slip or Payment slip on the enclosed Pasteboard and submit it with the declaration form.

## Example 2 Have salary but not be issued Withholding slip and/or Payment slip

Choose “6 Have salary but not be issued Withholding slip” on the back page. Fill in the portion with each month’s amount of salary and its total amount, name of the place you work, etc. Be noted that the amount you filled in cannot be changed after you have made declaration.

Check the amount you filled in, then place your Inkan as your affirmation.

月	給与(賞与)	社会保険料
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
賞与		
合計		

源泉徴収税額 無・有 ( ) 円

勤務元名

勤務先住所

勤務先電話番号

上記の金額に相違ありません。印

## Example 3 Have no income

Proceed to the back page, “5 To be filled in by a person who had no income”. Circle the applied one from A ~ F, describe details of your situation.

A : Financially supported or taken care of by a person stated below.

Name and Relationship

B : Have been a recipient of Unemployed insurance / Worker’s Accident Compensation insurance, etc.

C : Have been a recipient of Survivor’s Pension, etc.

D : Made a living by savings, etc.

E : Have been a recipient of welfare services provided by the Livelihood Protection Law. (or currently receiving)

F : Other (Give us detailed description on how you managed to make a living)



In case you cannot find an applicable answer from given A~E, fill in your current living condition in section F.

## 《Dependents living abroad》

To add dependents living abroad into calculation, you need to submit “Documents that prove Relationship by Blood and Marriage” and “Documents that prove International Remittance”.

※In case you have multiple dependents living abroad, submit “Documents that prove International Remittance” for each dependent.

Documents written in foreign language must be submitted along with Japanese translated ones.