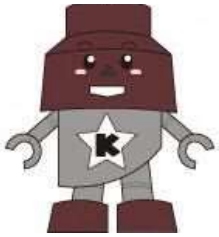
Municipal Tax・Prefectural Tax Declaration Guidance

●Formalities at municipal offices and administrative services to be provided are all rely on your **basic data** based on Municipal/Prefectural Tax Declaration you have made.
But for this data, correct amount of National Health Insurance Tax you obliged to pay cannot be calculated and your request of visa renewal and other applications will be hampered.

Necessary documents

Ⓐ**Municipal/Prefectural Tax Declaration form** Ⓑ Copy of your **Personal ID** (Residence Card, Passport, Driver's License, My Number Card)
Ⓒ Certificates(①Documents that prove income ②Deduction Certificate, etc.)※If you can obtain any of the documents



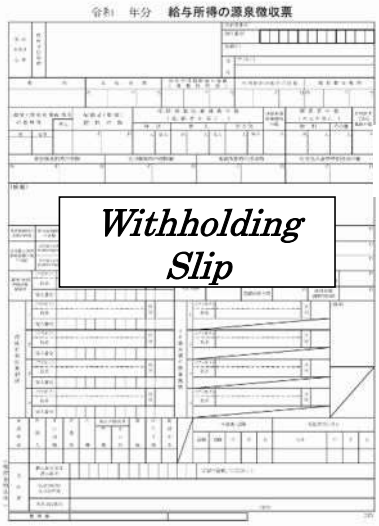
Kawaguchi City PR Mascot Cupolan

It is much easier to send documents by post!
Enclose Ⓐ～Ⓒ in return envelope and post it!

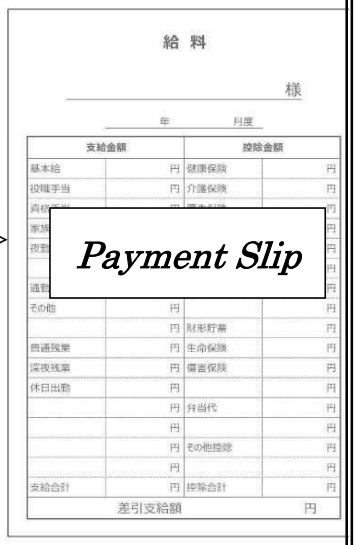
※Please bring Ⓐ～Ⓒ if you come to municipal office counter.

① ex.) Documents that prove income

※In case you had no income in the previous year, please refer to page 2.



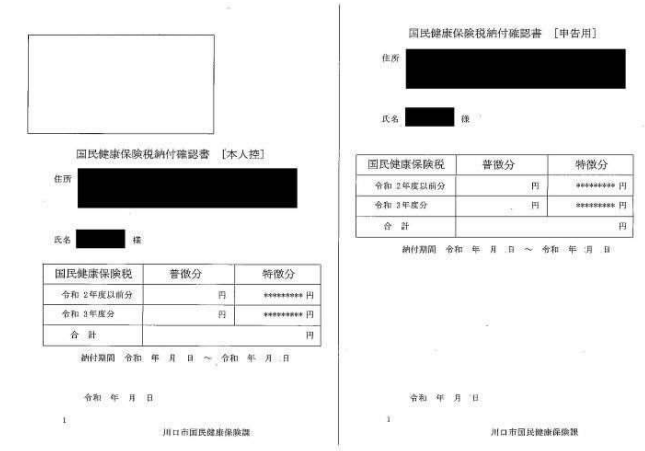
In case of not being issued



【Withholding Slip】
When you are to make income declaration of a certain year, prepare Withholding Slip of the year before that.
ex. : Year 2026's declaration
⇒Withholding Slip for the year 2025's income.

【Payment Slip】
Prepare every Payment Slip issued during Jan.-Dec. in the previous year of your certain year's income declaration.
※If Dec.2025's salary is paid in the following Jan.2026, that part will not be included in the fiscal year 2026's declaration.

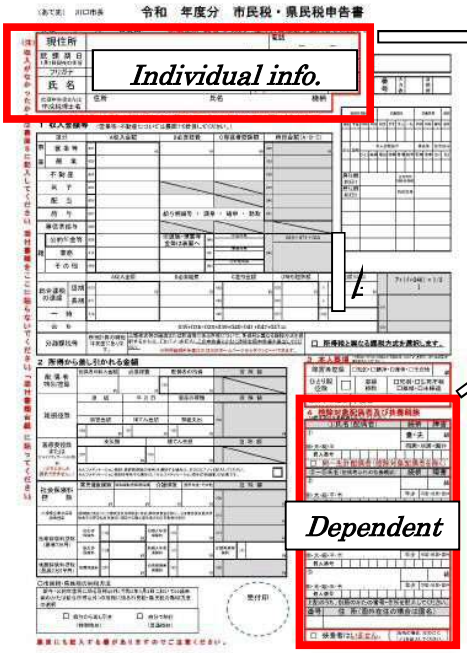
②ex.) Deduction Certificate



The amount of Social Insurance expenses you have paid in the previous year is deductible from your annual income.

Payment Certificate such as National Health Insurance Tax on the left hand side is issued at counters below.
National Health Insurance Tax Collection Division, 4th floor, Kawaguchi City Hall Main Bldg. 2,/ Kawaguchi Station side Administrative Services Centers, Branch Offices.

Front Page



Please fill out this section first.
- address　・name
- phone number　・date of birth

In case you are financially supporting spouse or family members, Tax Deduction for Dependents can be applicable. If dependents live abroad, following two documents are required.

①**Documents that prove relationship by blood and marriage (translated in Japanese)**
- Documents issued from public organization of each country that proves relationships between you and dependent.
  Birth Certificate, Marriage Certificate, etc.

②**Remittance Certificate**
- Which proves money transfer from the person making declaration to each dependent during the previous year of declaration.

※In case of more than one dependent, submission of certificates for each dependent, includes those of children, is required.

※Cannot apply for Tax Deduction for Dependents but for the above two documents.
(This rule, however, does not apply in such cases as you have already registered your dependents with your employee, or dependents living abroad are already approved by Final Tax Return at the Tax Office)

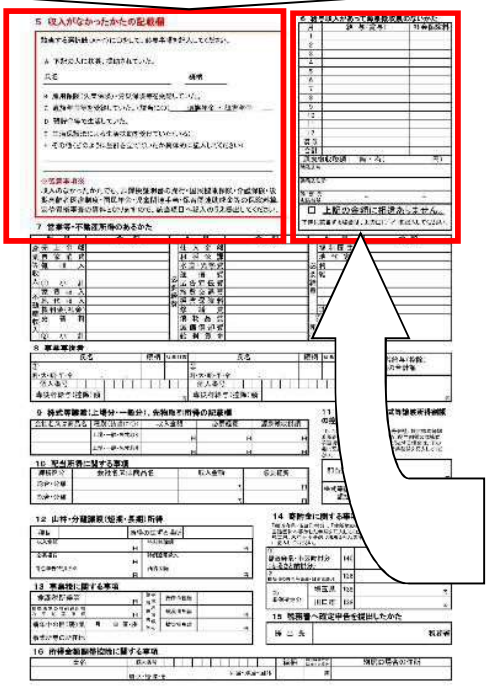
※In accordance with a revision of **the taxation system from the year 2024,** the following requirements will be added to the conventional requirements for registering Dependents Living Abroad. If a dependent living abroad, relatives aged 30～69 (refer to the list on the left) who is not applicable to either of the following A ～ C, that person cannot be registered as a dependent.

A. Person who had become a nonresident due to study abroad, etc. (must submit a copy of Student Visa or other documents that prove this fact)
B. Person with disability.
C. Person who can prove international remittance of ¥380,000 and more from the tax payer in Japan who declares income and registers the person above as a dependent.

Age of dependent	
Age 16～29	Applicable
Age 30～69	Applicable if fitting either of the A～C on the right
70 and above	Applicable

※Ages referred as of the last day of the previous year

Back Page



5 Person who had no income in the previous year

If you had no income to declare in the previous year, choose one and circle it from the A-F below and answer questions.

A. Financially supported by a person.
   ex. : Name ○○○○ Relationship Father
B. Receiving Unemployment Insurance・Worker's Damage Compensation Insurance, etc.
C. Receiving Surviovor's Pension. (Choose and make ○ on)
   ex. : (Surviovor's Pension)・disability Pension
D. Lived on own savings.
E. Receiving Livelihood Assistance provided by the Livelihood Protection Law.
F. Other (Specify means of making your living)
   ※ "Financially supported by friends", etc. is included in "F".

6 Had wage earnings though not given "Withholding Slip"

- Enter each month's income during the Jan.-Dec. of the previous year.
  In JPY. Enter with correct units and digits.
  ex. : 150,000 円
- Enter Your employer(company)'s name, Place's address, Phone number
- ☐Make a tick here if you confirm the above info. you gave.
  Please note that **You cannot alter the figures above after the submission of this form.**