

# 税務証明書交付申請書（郵送用） Request Form for Tax-related Certificates

（あて先）小松市長 To: Mayor of Komatsu

Date: 年 (yyyy) 月 (mm) 日 (dd)

## ➤ 申請人 Applicant

現住所 Current Address			
(前住所 Prior Address)	石川県 小松市	町(-machi/cho)	番地(-banchi)
フリガナFurigana 氏 名 Name	⑩	生年月日 Birthdate	
		年 (yyyy)	月 (mm)
昼間の連絡先 Daytime Phone No.	自宅・携帯・勤務先 ( ) — Home / HP / Work		

## ➤ どなたの証明書が必要ですか Whose certificates are needed? (leave blank if requesting your own)

代 理 人 選 任 届 Notification of Appointment of Representative			
（あて先）小松市長 To: Mayor of Komatsu		Date 年 (yyyy) 月 (mm) 日 (dd)	
I hereby appoint the requester above as my representative in handling the request and collection of the certificates indicated on the back of this form.			
住所〈所在地〉 Address			
フリガナFurigana 氏 名 Name  〈名称 title〉	⑩	生年月日 Date of Birth	
		年 (yyyy)	月 (mm)
(前住所 Prior Address)	石川県 小松市	町(-machi/cho)	番地(-banchi)

## ➤ 使用目的 Purpose (what are you requesting the certificate(s) for?)

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## ➤ 証明書の種類を選び、必要事項を記入してください Fill in the details for certificates required

1 所得課税証明書 Income Tax Certificate (reflecting income, taxable income & Resident Tax amount) ※Select items you wish to omit, if applicable: <input type="checkbox"/> 所得控除の内訳、市・県民税課税金額 Breakdown of income tax deductions, Resident Tax amount <input type="checkbox"/> 市・県民税課税金額 Resident Tax amount	( ) 年度 fiscal year  ( ) 年中 calendar year ( ) 枚 copies
2 課税（非課税）証明書 Tax Declaration/Tax Exemption Certificate (reflecting Resident Tax amount)	( ) 年度 fiscal year ( ) 枚 copies
3 納税証明書 Certificate of Tax Payment (choose from ア～オ) ※you may be required to produce receipts etc. for recently paid taxes ア 市・県民税 Resident Tax イ 固定資産税 Fixed Assets Tax ウ 国民健康保険税 National Health Insurance Tax エ 軽自動車税 Light Vehicle Tax (category based) オ 法人市民税 Corporate Resident Tax (ref month: 月決算)	( ) 年度 fiscal year  ( ) 枚 copies
4 完納証明書 Certificate of Settled Tax Payment (proof of no outstanding city taxes)	( ) 枚 copies
5 車検に必要な納税証明書 Certificate of Tax Payment for vehicle inspection 【ナンバーlicense no.: 石川 】	( ) 枚 copies

6	資産証明書 Assets Certificate (properties owned & appraised values) □全物件 All assets      □物件指定 Specified assets □建築年の表示を希望 include construction year (e.g for soundproofing works)	(      ) 枚 copies
7	公課証明書 Valuation Certificate (properties owned, appraised values, tax base & calculated tax) □全物件 All assets      □物件指定 Specified assets	(      ) 枚 copies
8	課税台帳(名寄帳) Fixed Assets Tax Register □写し Copy (with seal)   □閲覧 Browse (no seal)／□共有分についても必要 Include shared assets	(      ) 枚
9	評価通知書 Evaluation Notification (for registration) □全物件 All assets      □物件指定 Specified assets	(      ) 枚 copies
10	その他証明書 Others (      )	(      ) 枚 copies

※If specifying assets for items 6,7,9 please provide the relevant address(es) here:

土地 Land ・ 家屋 Building    小松市
土地 Land ・ 家屋 Building    小松市

**【同封するもの Please check that all of the following are enclosed】**

- 申請書 Request form
- 切手を貼った返信用封筒 Self-addressed return envelope with stamp attached
- 定額郵便小為替 Postal order for application fees/"Teigaku Kogawase" (Amount: \_\_\_\_\_円分 yen)
- 申請人の本人確認できる書類の写し Copy of applicant's identification document (driving license, health insurance card etc.)

**Take Note when Filling in the Following Sections**

➤ **申請人 Applicant**

- ※ 証明書請求者の住所、氏名、生年月日を記入の上、押印してください(申請人の分が必要な場合で、以前、小松市に居住していた方は、その時の住所も記入してください。)。Please fill in the address, name and birthdate of the person requesting the certificate(s), and press your seal. (If the applicant is requesting their own certificates, and have moved out of Komatsu City, they should enter their previous Komatsu address as well.)
- ※ 昼間に連絡可能な電話番号を記入してください。Please provide a phone number that is contactable in the day.

➤ **どなたの証明書が必要ですか Whose certificates are needed?**

- ※ 証明書が必要な方(納税義務者、物件の所有者等)の住所、氏名、生年月日を記入の上、押印してください(以前、小松市に居住していた方は、その時の住所も記入してください。)。また、別世帯の方の証明書が必要な場合で、申請人と同姓であっても別の印鑑をお願いします。The person whose certificates are being requested (tax payer, property owner etc.) should fill in their own address, name and birthdate, and press their own seal (those who have moved out of Komatsu City should enter their previous Komatsu address as well). In cases where the certificates of someone in a different household are required, a different seal from the (proxy) applicant is required, even if applicant and certificate owner share the same family name.
- ※ 代理人選任届書に押印できない場合、委任状を添付してください。If you are not able to provide a seal for the "Notification of Appointment of Representative", please draft and attach a Letter of Authorization as well.
- ※ 法人の分が必要な場合、所在地、名称を記入の上、代表者印を押印してください。If certificates for a corporation (legal entity/organization) are being requested, please enter the corporation's address and name, and press with the corporate representative's seal.
- ※ 相続等で亡くなられた方の分が必要な場合、被相続人の住所、氏名、生年月日を記入してください(押印不要)。また、被相続人と相続関係のわかる戸籍謄本等(写し可)を添付してください。申請人が相続人以外の場合、相続人の委任状が必要です。If certificates for an heir to a deceased person are required for inheritance procedures etc., please enter the deceased person's address, name and birthdate (seal not required). Please also enclose a family register (copy is accepted) or any document that proves the relationship between the heir and deceased. If the

applicant is someone other than an heir of the deceased, a “Letter of Authorization” is required.

- ※ 裁判等で証明書が必要な場合、物件の所有者の住所、氏名を記入してください(押印不要)。また、裁判所に提出する書類の写しを添付してください。If certificates are required for a court order etc., please enter the address and name of the property owner concerned (seal not required). Please also attach a copy of the documents to be submitted to court.

➤ **使用目的 Purpose**

- ※ 証明書の使用目的、提出先等を記入してください。Please enter the purpose of the certificates and who they will be submitted to etc.

➤ **証明書の種類を選び、必要事項を記入してください Fill in the details for certificates required**

- ※ 提出先によって証明書の名称が異なる場合があるので、注意してください。The name of the certificates (i.e type of certificate) differs according to who you are submitting the certificates to, so be sure to request the correct certificates.
- ※ 1～3は必要な年中又は年度を記入してください。(注意：令和2年度所得証明書は令和元年中（平成31年1月～令和元年12月）の所得の内容です。申請書には令和元年中と記入してください。) For items 1~3, please enter the relevant calendar AND fiscal year. (Note: In general, all applicants should enter “Reiwa 2” for fiscal year and “Reiwa 1” for calendar year. Income Tax Certificate for the fiscal year of Reiwa 2 reflects the income details for the calendar year of Reiwa 1, i.e Jan-Dec 2019.)
- ※ 1で所得控除額の内訳の記載が不要な場合、□にチェックしてください。For item 1 (Income Tax Certificate), please check the first box if you do not require the breakdown of income tax deductions to be included.
- ※ 3は必要な税目を選んでください。For item 3 (Certificate of Tax Payment), please select the required taxes.
- ※ 5は車両番号を記入してください。Please enter the license plate number for item 5 (Certificate of Tax Payment) for vehicle inspection
- ※ 8の「写し」は証明印があり、1枚分で300円です。「閲覧」は証明印が無く、納税義務者様1名義分で300円です(共有分は別に数えます)。どちらか必要な方にチェックを入れてください。For item 8 (Fixed Assets Tax Register), each “Copy” requested costs 300 yen, and will be certified with a seal. Documents for “Browse” are not certified with seal, and cost 300 yen per tax payer whose tax register is to be browsed (shared assets will incur separate costs). Please indicate which option you require.
- ※ 6, 7, 9は「全物件」か「物件指定」を選んでください。物件指定の場合、所在地（町名、地番）を記入してください。For items 6,7 & 9, please select either “All assets” or “Specified assets”. If you select “Specified assets”, please provide the address (*machi & banchi*) of the asset(s) to be included.

**Items required when applying by mail****《Table of Fees》**

- 申請書 Request Form
- 切手を貼った返信用封筒  
Self-addressed return envelope with stamp attached.
- 手数料分の定額小為替  
Postal order covering certificate application fees (pay at post office, according to fees on the right →).  
※you cannot use stamps for this
- 申請人の本人確認できるものの写し  
Copy of applicant's ID (e.g driver's license, health insurance card)

**Mail applications/enquiries to:**  
Taxation Division  
Komatsu City Hall  
91 Konmade-machi  
Komatsu City, Ishikawa Pref  
923-8650  
TEL 0761-24-8029

証明の種類 Type of Certificate		Application Fee (yen)
1	所得課税証明書 1 枚 Income Tax Certificate (/copy)	300
2	課税証明書 1 枚 Tax Declaration/Exemption Certificate (/copy)	300
3	納税証明書 1 年度 1 枚 Certificate of Tax Payment (/copy per fiscal yr)	300
4	完納証明書 1 枚 Certificate of Settled Tax Payment (/copy)	300
5	車検用納税証明書 Certificate of Tax Payment for vehicle inspection	無料 Free
6	資産証明書 1 枚 Assets Certificate (/copy) (max. 4 plots of land OR 4 buildings can be included per copy)	300
7	公課証明書 1 枚 Valuation Certificate (/copy) (max. 4 plots of land OR 4 buildings can be included per copy)	300
8	課税台帳 (名寄帳) Fixed Assets Tax Register 写し 1 枚 Per "Copy" OR 閲覧 1 名義 Per tax payer's portion for "Browse"	300
9	評価通知書 1 枚 Evaluation Notification (/copy) (max. 4 plots of land OR 4 buildings can be included per copy)	無料 Free
10	その他証明書 Other certificates	300

※For items 6,7 & 9, land and buildings require separate certification.

E.g, if you require certificates for 2 plots of land and 2 buildings, you will need to request two certificates (one for each asset type) for 600 yen. If you require certificates for 5 plots of land and 1 building, you will need to request 3 certificates: 2 for land (since it exceeds the limit of 4 assets per type), and 1 for the building.