

# Guide to Applying for Tax-related Certificates by Post

## 税関係証明書郵便申請案内

To apply by post for a copy of a certificate related to your taxes, you must send all of the required documents listed below. Put all documents in one envelope and mail to the Niigata Municipal Tax Office (address can be found on page 2 of this document).

税関係証明書を郵便で申請する方は、下記の必要書類を同封の上、申請書の記入をし、郵送してください。

### Checklist of Required Documents 必要書類

- Application Form 交付申請書  
Fill in the “Application Form for Tax-related Certificates (by Post)” (On page 3)
- Copy of your ID 申請人の本人確認書類の写し  
Include a copy (of both sides) of the applicant’s residence card, or other form of identification that can confirm current address.
- Processing fee (¥ ) (using *Yubin Teigaku Kogawase*) 手数料 (郵便定額小為替)  
Each certificate costs 300 yen per copy per fiscal year.  
Purchase an amount of *Yubin Teigaku Kogawase* equal to ¥300 multiplied by the number of copies you need. A *Yubin Teigaku Kogawase* is a money order that you can buy at the post office. Do not write anything on the money order. Other methods of payment such as cash, revenue stamps, postage stamps, etc. are not accepted.
- Stamped return envelope (stamp total= ¥ ) 切手付返信用封筒  
Address the return envelope to the applicant and put the correct amount of stamps on it.  
The certificate will be sent solely to the applicant.

|                              |          |
|------------------------------|----------|
| Standard envelope            | ¥110     |
| Larger/heavier than standard | ¥140     |
| Express shipping             | Add ¥300 |
- Letter of Proxy (only if necessary) 委任状 (必要な場合のみ)  
If you need to entrust someone who is not in your household (according to your *juminhyo*) with the right to apply and receive certificates on your behalf you must fill out and stamp or sign a Letter of Proxy on page 4 and send it with the rest of the documents on this list.
- Copy of payment receipt (only if necessary) 領収書の写し (必要な場合のみ)  
If you have made a payment on your taxes in the last month and need an updated tax certificate, send a copy of the receipt or the banknote that verifies the tax payment. This is because payments made in the last month might not be in the system. If the tax is unpaid or payment has not been processed, that amount will be listed as an “unpaid tax amount” (未納税額) on the certificate.

#### <About the Tax System>

- Taxes for a given fiscal year are based on your income in the previous calendar year. For example, the taxes due in the 2024 fiscal year (April 2024-March 2025) are calculated based on what you earned during the 2023 calendar year (January-December 2023). **In the case that you need a certificate of taxes for the 2024 FY, fill in as follows: “Taxes in the 2024 Fiscal year (Income in the year of 2023).”**
- You might not be issued a tax certificate if your income the previous year has not been reported (either by yourself or your place of work).

## Contact and Mailing Address

問い合わせ・書類郵送先

Address: Citizen Tax Division  
Administration and Certificate Section  
〒951-8554

TEL : 025-226-2243

You can either write the above address on the envelope, or cut out and paste the box below to the envelope. The postal code (〒) is solely for the Niigata City Office and therefore the above information is enough.

〒 9 5 1 - 8 5 5 4

新潟市役所 市民税課

管理・証明係 行

# Application Form for Tax-related Certificates (by Post)

(郵便申請用) 税関係証明書交付申請書

申請日 年 月 日  
Date of Application / /  
year month day

To: Mayor of Niigata (あて先) 新潟市長

## 1. Applicant (申請人)

|  |   |
|--|---|
| Name <sup>フリガナ</sup> 氏名<br>(in alphabet and/or katakana) |   |
| Current address<br>現住所                                   | ※Fill in the address on your “ <i>Juminhyo</i> ” (certificate of residence) |
| Date of Birth<br>生年月日                                    | year / month / day  |
| Daytime phone number<br>日中連絡の取れる電話番号                     | ( )   |

## 2. Whose and which certificates are needed? (どなたのどの証明が必要ですか)

|  |   |
|--|---|
| Name <sup>フリガナ</sup> 氏名<br>(in alphabet and/or katakana) | • Same as the applicant's (申請人住所と同じ)  |
| Address at present<br>現住所                                | • Same as the applicant's (申請人住所と同じ)  |
| Most recent address in Niigata City<br>旧住所 (新潟市での住所)     |   |
| Date of Birth<br>生年月日                                    | year / month / day  |
| Certificate(s) needed<br>必要な証明書                          | <ul style="list-style-type: none"> <li>• Taxable Income Certificate (課税 (所得) 証明書)<br/>Taxes in the _____ fiscal year (Income in the _____ calendar year)<br/>Number of copies needed: _____ 枚</li> <li style="padding-left: 40px;">【For what purpose?】</li> <li style="padding-left: 80px;">• For Child Allowance (児童手当)</li> <li style="padding-left: 80px;">• Visa (ビザ)</li> <li style="padding-left: 80px;">• Other (その他)</li> <li>• Tax Payment Certificate (納税証明書)<br/>For the _____ fiscal year<br/>Number of copies needed: _____ 枚</li> </ul> |

# Letter of Proxy

委任状

Date: \_\_\_\_\_ 年 / \_\_\_\_\_ 月 / \_\_\_\_\_ 日  
year month day

To: Mayor of Niigata City (あて先) 新潟市長

I hereby appoint the person below as my proxy and authorize them to apply and receive official certificates on my behalf.

Signed \_\_\_\_\_ (印)  
name stamp or signature

Proxy holder's information (代理人) :

|               |   |
|---------------|---|
| Name          |   |
| Address       |   |
| Date of Birth | _____ / _____ / _____<br>year month day |

I authorize the proxy to apply and receive:

- Taxable Income Certificate (課税 (所得) 証明書)

Taxes in the \_\_\_\_\_ fiscal year (Income in the \_\_\_\_\_ calendar year)  
Number of copies needed: \_\_\_\_\_ 枚

- Tax Payment Certificate (納税証明書)

For the \_\_\_\_\_ fiscal year  
Number of copies needed: \_\_\_\_\_ 枚

Authorizer's information (委任者) :

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
year month day

Phone Number \_\_\_\_\_ ( \_\_\_\_\_ )

This letter should be filled out by the person who is appointing a proxy.