

Shotoku Kazei and Nozei Shomeisho Certificate Application Form (by mail)
所得及び納税証明書申請書 (郵送用)

To: _____ City Mayor (申請先) _____ 市長

I would like to request the following documents. Year _____ 年 / month _____ 月 / day _____ 日

Current address 現住所		
Name of applicant 氏名 (申請者)		
Date of birth 生年月日	Year _____ 年 / month _____ 月 / day _____ 日 生	
Telephone number available during business hours	If there is something missing we will contact you, so please write the telephone number	
Previous adress 旧住所		
Kind of certificate 証明書の種類 Check with a <input type="checkbox"/> sign inside the square.	<input type="checkbox"/> Shotoku Kazei Koujo Shomeisho / Declared Income Certificate (including deductions) <u>所得課税証明書 (控除内容含む)</u> Year Reiwa 令和 _____ Nendo 年度 _____ copy(ies)/通 Nowadays (october 2024) the newest one is Reiwa 6 Certificate.	Example 例 300 yen each 1
	<input type="checkbox"/> Nozei Shomeisho / Tax Certificate <u>納税証明書</u> Year Reiwa 令和 _____ Nendo 年度 _____ copy(ies)/通 Nowadays (october 2024) the newest one is Reiwa 6 Certificate.	Example 例 300 yen each 1
Please fill in the desired year Reiwa Year 令和 R6 , Reiwa Year 令和 R5, etc. and the number of desired copies for each year		
Document issue fee paid with postal money "kogawase".	Total amount = number of certificates multiplied by 300 yen. Please purchase and send the necessary amount of "kogawase".	T = 300 x 2 Ex.: Total = 600
Purpose of use 使用目的 Please check inside the square.	<input type="checkbox"/> Visa / ビザ <input type="checkbox"/> Dependent qualification (Fuyō Nintei) / 扶養認定 <input type="checkbox"/> Child allowance (Jidō teate) / 児童手当 <input type="checkbox"/> Other/その他 (_____)	

What you need to provide inside the sending envelope/ 同封するもの:

- This form / 申請書 (郵送用)
- Document issue fee (Yubin Teigaku Kogawase) _____ yen / 郵便定額小為替 _____ 円
(At the post office it is charged a fee besides the "kogawase" value, 100 yen for each kogawase purchased)
The post office only sell the "kogawase" until 4 p.m.
- Return envelope with 110 yen stamp, name and current address (must be the same address of the resident card (zairyu card). Fold the return envelope and put it inside the sending envelope.
- A copy of the Zairyu Card with the current address (if the current address is written on the back of the card, take also a copy of the back of the card) / 在留カードのコピー

If you use a small envelope (235mm x 120mm) , a 110 yen post stamp is usually sufficient.

You will need 2 envelopes. One for sendind the request and another for the delivery of the requested certificates.

The Nozei Certificate and Shotoku Certificate issued by Ueda City costs 300 yen each.

Example: if you ask for 1 Shotoku Document and 1 Nozei document the needed amount of "teigaku kogawase" will be of 600 yen (300+ 300) yen . Please calculate the total sum if you need more certificates of previous years or more copies.



You can cut and stick it on the sending envelope

"Kogawase" → available at your local the post office for purchase on workdays days (Monday to Friday) before 4 p.m.

〒386-8601
Nagano-Ken Ueda-Shi Ote 1-11-16
Ueda City Hall 上田市役所

Shotoku Zeimuka Section 税務課
Nozei Shuno Kanrika Section 収納管理課

You can show this to the post office clerk.

Total kogawase amount (calculate it) 合計⇒ _____ 円 (example 600)	
postal stamp (kitte)	切手 _____ 110 円
postal stamp (kitte)	切手 _____ 110 円
envelopes (fūtō) 23.5 cm x 12cm	封筒 _____ 2 枚