

Request Form for the Issuance of Municipal/Prefectural/Forest Environment Tax (Exemption) Certificate

To the mayor of Koshigaya city year month day

1. Whose certificate do you need? (Requester's name)

Address _____

Name _____

* The requester himself should sign one's name. No need to put one's seal (HANKO).

Date of birth year month day

2. Relevant fiscal year and number of copies

① Fiscal year: _____ (Income of year _____) Number of copies _____

② Fiscal year: _____ (Income of year _____) Number of copies _____

3. Address in Koshigaya city as of January 1 during the year of the needed certificate.
(_____ Koshigaya city)

4. Purpose of use

Application for child allowance Application for pension Application for dependents

Nursery school requirement Health center requirement For loan procedures

Housing For immigration procedures

School requirement (With descriptions of adjusted deductions)

*** In the case that you want to request for descriptions of adjusted deductions, be sure to check both boxes above.**

Others _____

5. Daytime contact number _____

6. Identification documents attached

My Number Card (copy)(front side) Driver's license (copy)

Health Insurance Eligibility Certificate(copy) Passport (copy)

Residence card(copy) Others _____

*** Please note that: A copy of individual number notification card cannot be accepted as an identification document.**

Please note that:

***Be sure not to use erasable pens.**

***If you need certificates for more than one fiscal year, make sure to write each year separately with the corresponding number of copies.**

***If you need certificates for more than one person, please fill in one request form for each person**

*Municipal/ prefectural tax is levied based on the previous year's income. Make sure which year's certificate you are requesting. (E.g. Fiscal year 2026 =2025 income.)

Office use only

Reception	Copies	Charges total

Procedures of mailed application for taxation (tax exemption) certificate's issue

1. Necessary items

(1) Request form

Fill out the request form, which can be found on the reverse side.

(2) Identification document/s

Please attach a copy of any document which shows the applicant's name, such as My Number Card (front side), driver's license, health insurance card, passport, or residence card

* If the person applying for the certificate has moved out of Koshigaya City more than twice, they must present documentation showing their address changes up to their current address.

(Example 1) Koshigaya City → Moved to City A → Moved to City B (Current Address)

(Example 2) Koshigaya City → Moved to City A → Moved within City A (Current Address)

(3) Handling charge

It costs 200 yen per issue. Please purchase a postal money order with a fixed amount (known as *Teigaku Kogawase* in Japanese), and enclose it with the request form.

(4) Return envelope

Please make sure to enclose a return envelope with a requester's name, address, and a postage stamp on it. (Please note that the envelope can be sent only to the requester's address.)

2. How to fill out the application form

Request Form for the Issuance of Municipal/Prefectural/Forest Environment Tax (Exemption) Certificate

Sample

To the mayor of Koshigaya city year month day

1. Whose certificate do you need? (Requester's name)
Address
Name
* The requester himself should sign one's name. No need to put one's seal (HANKO).
Date of birth year month day

2. Relevant fiscal year and number of copies
① Fiscal year: (Income of year) Number of copies
② Fiscal year: (Income of year) Number of copies

3. Address in Koshigaya city as of January 1 during the year of the needed certificate.
(Koshigaya city)

4. Purpose of use
 Application for child allowance Application for pension Application for dependents
 Nursery school requirement Health center requirement For loan procedures
 Housing For immigration procedures
 School requirement (With descriptions of adjusted deductions)
* In the case that you want to request for descriptions of adjusted deductions, be sure to check both boxes above.
 Others

5. Daytime contact number

6. Identification documents attached
 My Number Card (copy) (front side) Driver's license (copy)
 Health Insurance Eligibility Certificate (copy) Passport (copy)
 Residence card (copy) Others

* Please note that: A copy of individual number notification card cannot be accepted as an identification document.
Please note that:
* Be sure not to use erasable pens.
* If you need certificates for more than one fiscal year, make sure to write each year separately with the corresponding number of copies.
* If you need certificates for more than one person, please fill in one request form for each person
* Municipal/ prefectural tax is levied based on the previous year's income. Make sure which year's certificate you are requesting. (E.g. Fiscal year 2026 = 2025 income.)

1. Whose certificate do you need?

Please write the requester's address, name, and date of birth.

2. Relevant fiscal year and number of copies

E.g. Fiscal year 2026 : 2025 Income

Fiscal year 2025 : 2024 Income

3. Address in Koshigaya city as of January 1 during the year of the requested certificate.

Certificates are issued at the municipality where you lived as of January 1st during the year of the needed certificate.

4. Purpose of use

Please write the purpose of use, or where to submit.

5. Daytime contact number

We will contact you in the case that a certification cannot be issued.

Mobile phone number is also accepted as a contact number.

6. Identification documents attached

Please check the box of types or names of the attached identification documents

3. For Inquiries and Where to send your application

Koshigaya City office Civil Tax Section

4-2-1 Koshigaya Koshigaya city Saitama 〒343-8501 (Tel: 048-963-9144)