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 n	ame)				
Address							
Name							
* The requester				ed to put	one's seal (I	HANKO).	
Date of birth	year	month	day				
2. Relevant fiscal year	and number o	of copies					
①Fiscal year:	(Incom	e of year)	Numbe	er of copies _		
②Fiscal year:	(Incom	e of year)	Numbe	r of copies _		
3 . Address in Koshig	gaya city as o	of January 1	during the y	ear of t	he needed (certificate.	
(Koshigaya	a 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 v	vant to reque	st for descript	ions of adjus	ted dedu	ıctions, be sı	ire to	
check both boxes abov	e.						
□Others							
5. Daytime contact r	number						
6. Identification doc	uments attacl	hed					
☐My Number Card (copy)(front side)			□Driver's license (copy)				
□Health insurance card(copy)			□Passport (copy)				
□Residence card(copy)			□Others				
* If attaching a copy of he	ealth insurance	card, be sure to	black out insu	ırer's iden	tification num	bers on the	
copy.							
*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 erasab	le pens.						
*If you need certificates i	or more than o	one fiscal year,	make sure to	write each	ı year separate	ely with the	
corresponding number of	copies.						
*If you need certificates fo	r more than on	e person, please	fill in one requ	est form f	or each persor	1	
*Municipal/ prefectural	tax is levied b	pased on the pr	evious year's	income.	Make sure w	hich year's	
certificate you are requesting. (E.g. Fiscal year 2025 = 2024 income.)							

Office use only

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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

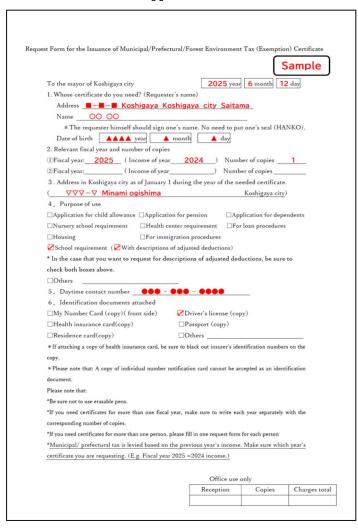
(3) Handling charge

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



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 2025 : 2024 Income Fiscal year 2024 : 2023 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