

1 Types of Certificates

	Certificate types and fees	Main contents	Required items for application	Issuing counter
Tax Payment Certificate	Tax Payment Certificate (¥200 Note: 1) (City/Prefectural Residents' Tax, Corporate Municipal Tax, Light Vehicle Tax (per category), Property Tax/City Planning Tax)	Items of taxation, amount of tax due, amount of tax paid, amount of tax not yet due, etc.	Identification document (an "Authorization Letter" will be needed in case of a representative.)	<ul style="list-style-type: none"> • General Taxation Counter (Main building, 2nd floor) • Citizen Affairs Department (Main Building, 1st floor) • Citizen Affairs Department at each of the general branch office <ul style="list-style-type: none"> • UST Plaza Office • After-hours Certificate Issuance Counter (Hisai General Branch Office, Citizen Affairs Department) • Each Branch Office
	Payment Completion Certificate(¥200)	Proof of no arrears		
	Light Vehicle Tax Per Category Payment Certificate (for continuous inspection) (free of charge)	License plate, date of payment, expiration date of the certificate, etc.	Identification document (an "Authorization Letter" will be needed in case of a representative or an "automobile inspection certificate" (a copy is also acceptable))	
Resident Tax-related	Income Certificate (¥200)	Income amount, etc.	Identification document (an "Authorization Letter" will be needed in case of a representative.)	
	Income Tax Declaration Certificate (¥200) [Here for Childcare Allowance]	Income amount, income exemptions and deductions amount, standard amount of taxation, City/Prefectural Residents' Tax, etc.		

Property tax-related	Appraised Value Certificate (¥200 Note: 2)	Lot number of the land and house location, size, appraised value, etc.		<ul style="list-style-type: none"> • General Taxation Counter (Main building, 2nd floor) • Citizen Affairs Department (Main Building, 1st floor)
	Taxes and Public Dues Certificate (¥200 Note: 2)	Lot number of the land and house location, size, Property Tax/City Planning Equivalent Tax Amount, etc.		<ul style="list-style-type: none"> • Property Tax Department Annex • Citizen Affairs Department at each of the general branch office
	Appraised value/Standard Amount of Taxation Certificate (¥200 Note: 2)	Lot number of the land and house location, size, appraised value, standard amount of taxation, etc.		<ul style="list-style-type: none"> • Each Branch Office
	A copy of Property Tax Ledger (view) (¥200) [However, it will be free of charge during the inspection period only for taxpayers]	Lot number of the land and house location, size, Appraised value, Property Tax/City Planning Equivalent Tax Amount, etc.		
	Residential Housing Certificate (¥1,300) [Here for the registration and license tax reduction application]	Proof of the Residential Housing		<ul style="list-style-type: none"> • General Taxation Counter (Main building, 2nd floor) • Property Tax Department Annex • Citizen Affairs Department at each of the general branch office
	Certificates regarding other assets (¥200)	Tax Declaration Certificate (regarding	Certificate of Registered Matters (copy	<ul style="list-style-type: none"> • General Taxation Counter (Main building,

		Property Tax), etc.	of a Registration Certificate), Certificate of Residence, etc.	2nd floor) • Property Tax Department Annex • Citizen Affairs Department at each of the general branch office (Post-Date Issuance)
			Identification document (an “Authorization Letter” will be needed in case of a representative.)	• General Taxation Counter (Main building, 2nd floor) • Property Tax Department Annex • Citizen Affairs Department at each of the general branch office (Post-Date Issuance)

Note: 1 Tax Payment Certificate . . . ¥200 per taxable fiscal year.

Note: 2 Appraised Value Certificate, Taxes and Public Dues Certificate, Appraised value/Standardized Taxation Certificate . . . ¥200 per copy for up to 8 properties, including land and houses

2 Opening hours of each Desk

General Taxation Counter (Main Building 2nd floor)	Monday to Friday From 8:30 a.m. to 5:15 p.m. (excluding public holidays/holidays and December 29 through January 3)
Citizen Affairs Department (Main Building, 1st floor)	
Property Tax Department Annex (PORTA Hisai, 3rd floor)	
Citizen Affairs Department at each of the general branch office (Hisai General Branch Office, Citizen Affairs Department)	

UST Plaza Office (UST Tsu, 4th floor)	Monday to Friday 8:30 a.m. to 8 p.m. Saturday, Sunday, public holidays/holidays 8:30 a.m. to 5 p.m. (excluding December 29 through January 2)
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(Hisai General Branch Office, Citizen Affairs Department) After-hours Certificate Issuance Counter (PORTA Hisai, 1st floor)	Monday to Friday 5:15 p.m. to 8 p.m. Saturday, Sunday, public holidays/holidays 8:30 a.m. to 5 p.m. (excluding December 29 through January 3)
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3 What to prepare when applying at the counter

1. An application form (available at the counter or can be downloaded from the website)
2. Identity document of the person coming to the counter (please see 4. Identity Verification)
3. Fees
4. Authorization Letter (in case of a representative) (Can be downloaded from the website)

If any of the following apply, an Authorization Letter is will be required

- In case if the applicant currently a resident of Tsu City and someone other than the applicant themselves or a relative in the same household applies
- In case if the applicant currently not a resident of Tsu City and someone other than the applicant themselves applies (a certificate issued individually.)

4 Identity Verification

In order to protect personal information, Tsu City will verify the applicant's identity at the time of application acceptance. We ask for your understanding and cooperation in presenting identification as shown in the following table

(ア) One of the following	[Identity document with an ID photo issued by a public agency (one item from the following)] Driver's license, Passport, My Number Card (Individual Number Card), Residence Card, Disability Handbook, etc. ... Identity document issued by a national government or a local government agency
(イ) Two of the following	[Identity document without an ID photo issued by a public agency (two items from the following)] Health Insurance Card (including Private National Federation of Health Insurance Societies, etc.), Annuity Bond, Pension Book, Long-term Care Insurance Card...a document with a statement that identifies the person's full name any/or documents deemed

	equivalent to mentioned documents.
(ウ) One from the following and one from (イ) for a total of two items	[Identity document (one of the following) + (one from the above)] Identity document (with an ID photo) issued by a corporation (excluding a national government or a local government agency), a document with a statement that identifies the person's full name any/or documents deemed equivalent to mentioned documents.