

1 Kinds of certificates

	Kinds of certificates and handling charges	Main contents of description	Required documents, etc. for application	Issuing windows
Certificate of tax payment	Certificate of tax payment (200 yen) ^(Note 1) (Municipal/prefectural inhabitants tax, corporation inhabitants tax, light vehicles tax, fixed asset tax / city planning tax, special land holding tax)	Tax items, tax amount to be paid, amount already paid, tax amount whose due date has not yet expired, etc.	Personal identification documents (in case of a proxy, power of attorney, is required)	<ul style="list-style-type: none"> • Tax administration general window (Main Government Building 2F) • Citizen's Division (Main Government Building 1F) • Hisai Branch Office of the Municipal Tax Division • Each general branch office • UST Plaza Office • The window issuing certificates in extra time (Citizens Division of Hisai General Branch Office) • Each district office
	Full payment certificate (200 yen)	Certification of no delinquency ^(Note 3)		
	Certificate of tax payment for light vehicle inspection (no charge)	Identification number, payment date, expiration date of the certificate, etc.	Personal identification documents (in case of a proxy, power of attorney, or vehicle inspection certificate (a copy is acceptable), is required)	
Related to inhabitants tax	Income certificate (200 yen)	Amount of income	Personal identification documents (in case of a proxy, power of attorney, is required)	<ul style="list-style-type: none"> • Tax administration general window (Main Government Building 2F) • Citizens Division (Main Government Building 1F) • Hisai Branch Office of the Asset Tax Division • Each general
	Tax certificate (200 yen)	Municipal/prefectural inhabitants tax amount		
	Income tax certificate (200 yen) [This Certificate is required for the child allowance]	Income amount, deduction amount from income, tax base amount, municipal/prefectural inhabitants tax amount, etc.		
Related to fixed asset tax	Valuation certificate (200 yen) ^(Note: 2)	Location lot number, area, valuation amount, etc., of a house and parcel of land	Personal identification documents (in case of a proxy, power of attorney, is required)	<ul style="list-style-type: none"> • Tax administration general window (Main Government Building 2F) • Citizens Division (Main Government Building 1F) • Hisai Branch Office of the Asset Tax Division • Each general
	Tax base amount certificate (200 yen) ^(Note: 2)	Location lot number, area, tax base amount, etc., of a house and parcel of land		
	Certificate of taxes and other public charges (200 yen) ^(Note: 2)	Location lot number, area, fixed asset tax / city planning tax equivalent amount, etc., of a house and parcel of land		

	Certificate of valuation amount/tax base amount (200 yen) ^(Note: 2)	Location lot number, area, valuation amount, tax base amount, etc., of a house and parcel of land		branch office • Each district office
	Copy of property tax ledger (Viewing) (200 yen) [However, no charge only for taxpayers during the public inspection period]	Location lot number, area, valuation amount, fixed asset tax / city planning tax equivalent amount, etc., of a house and parcel of land		• Tax administration general window (Main Government Building 2F) • Citizens Division (Main Government Building 1F) • Hisai Branch Office of Asset Tax Division • Each general branch office
	Residential house certificate (1,300 yen)	Certification of the house for residential purposes	Certificate of registered matters (certified copy of registration), resident card, etc.	• Tax administration general window (Main Government Building 2F) • Hisai Branch Office of Asset Tax Division
	Other certificate regarding assets (200 yen)	Tax certificate (regarding fixed asset tax), etc.	Personal identification documents (in case of a proxy, power of attorney, is required)	• Tax administration general window (Main Government Building 2F) • Hisai Branch Office of the Asset Tax Division

(Note 1) Certificate of tax payment: 200 yen per fiscal year/tax item

(Note 2) Valuation certificate, tax base certificate, certificate of taxes and other public charges, certificate of valuation amount /tax base amount: 200 yen for one application, up to 10 parcels of land/houses per application

(Note 3) When you need a certificate of no delinquency for the past two years, please inquire at the Revenue Division of the Headquarters (TEL: 059-229-3135).

2 Opening time of windows

Tax administration general window (Main Government Building 2F)	From Monday through Friday 8:30 – 17:15 (Excluding national/public holidays and December 29 – January 3)
Citizens Division (Main Government Building 1F)	
Hisai Branch Office of the Municipal Tax Division (Porta Hisai 3F)	
Hisai Branch Office of the Asset Tax Division (Porta Hisai 3F)	
Citizen Welfare Division of each general branch office (Citizens Division of Hisai General Branch Office)	
UST Plaza Office (UST-TSU 4F)	From Monday through Friday 8:30 – 20:00 Saturdays, Sundays, national/public holidays 8:30 - 17:00 (Excluding December 29 – January 2)
The window issuing certificates outside of office hours (Citizens Division of the Hisai General Branch Office) (Porta Hisai 1F)	From Monday through Friday 8:30 – 20:00 Saturdays, Sundays, national/public holidays 8:30 - 17:00 (Excluding December 29 – January 2)

3 Things to be prepared when making an application at the window

1. An application form (kept at the window, and which can also [be downloaded](#) from the website)
2. Identification papers of the person who came to the window (please see “4 [Regarding identification confirmation](#)”)
3. Handling charge
4. Power of attorney (in case of a proxy)

In any one of following cases, a power of attorney is required:

- in the case that a person residing in Tsu City who is neither the applicant himself/herself nor a family member of the applicant’s household makes an application, or
- in the case that a person residing outside of Tsu City who is not the applicant himself/herself makes an application (certificates will be issued by person).

4 Regarding identification confirmation

In order to protect personal information, Tsu City government confirms the identification of the person who comes to the window when receiving applications. We would appreciate your understanding and cooperation in presenting identification papers as in the following table:

(a) One item among those listed in the left-hand column	[Identification papers with a face photograph issued by government or public offices (one item from the following)] Identification papers (with face photograph) issued by national or local government organizations: driver’s license, passport, My Number card (individual number card), residency card, handbook for a person with physical disabilities, etc.
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<p>(b) Two items among those listed in the left-hand column</p>	<p>[Identification papers with no face photograph issued by government or public offices (two items from followings)] Documents with descriptions such as names and others which enable the identification of persons, and which can be regarded as equivalent to those documents: health insurance certificate (including private health insurance societies), annuity certificate, pension booklets, long-term care insurance certificate, etc.</p>
<p>(c) One item among those listed in the left-hand column, and one item from among those listed in (b) above (2 items in total)</p>	<p>[Identification papers (one item from the following)+(one item from the above-mentioned (b) items)] Identification papers (with face photograph) issued by corporations (excluding national or local government organizations), other documents with descriptions such as names and others which enable the identification of persons, and which can be regarded as equivalent to those documents</p>