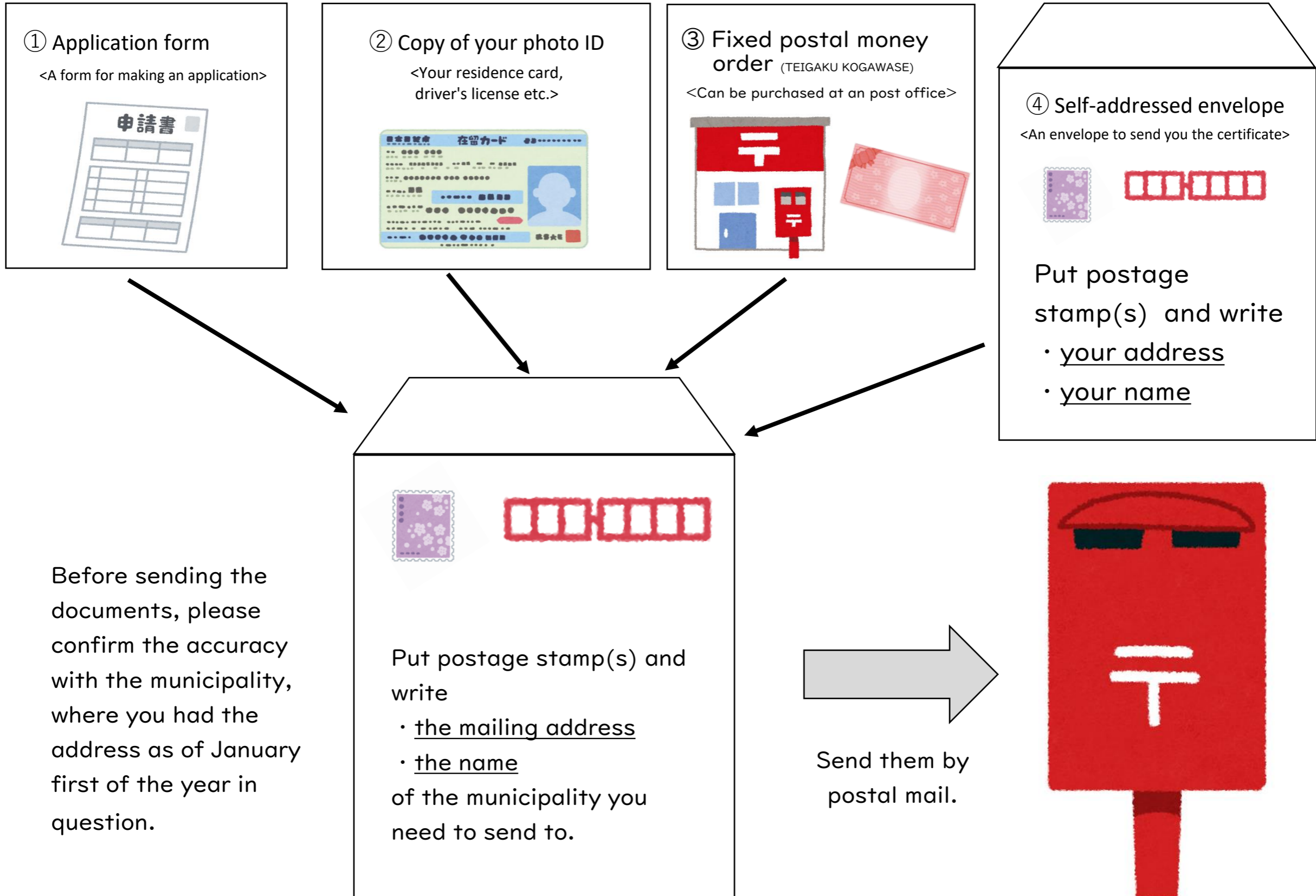


How to Apply for a Tax Certificate by Postal Mail



How to Apply for the Certificate by Postal Mail

【 1 】 Required Documents

Application Form

Fill out the form on the reverse side

Photocopy of your photo ID

Please make a photocopy of your driver's license or residence card etc.

If you have changed your address, please copy the part of your ID your address history is shown.

Handling charge (JPY300/certificate)

Please purchase the necessary amount of fixed postal money order (TEIGAKU KOGAWASE).

- You can purchase one at a post office. Please get one with the exact amount and enclose it without writing anything on it.
- We do not accept postal stamps or revenue stamps etc. as the charge.

Self-addressed envelope

- Please write the return address, your name and place the postage stamps on it.
- If you wish for return by express mail, please add extra postage stamps for the express delivery fee.

※An application by a proxy

Power of Attorney

Please prepare the document by yourself if you ask for a proxy application.

※ In principle, the Power of Attorney is required if a proxy is one of your relatives belonging to the same household as you and lives together with you outside of Funabashi City (based on basic resident register) .

【 2 】 Address

〒273-8501
Funabashi City, Minatocho 2-10-25
Funabashi City Hall (船橋市役所)
Taxation Section, Taxation Subsection (税務課 税務係)

※ Inquiry: **TEL 047-436-2202**

Taxation Subsection, Taxation Section

※ If you do not understand Japanese well or would like to speak in your own language, please contact the Funabashi Multilingual Information Center.

Funabashi Multilingual Information Center

TEL: 050-3101-3495

Hours of Operation: 9:00 a.m. - 5:00 p.m.

Closed on Saturdays, Sundays and national holidays.

※ It may take some time till the certificate gets to you depending on the documentary examination process or postal situation etc.