


Procedures for Changes of Address and Taxes


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5. Childbirth, Child-Raising, and Education

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6. Living

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7. Leisure

4. Employment and Status of Residence
8. Useful Information

For inquiries regarding matters written in this book, please refer to the Shinjuku Foreign Resident Advisory Corner noted on the last page of this booklet where counseling in foreign languages is available. When you contact departments or telephone numbers listed in this booklet, **unless otherwise specified, be sure to speak in Japanese or have someone who speaks Japanese talk for you. The information in this publication is subject to change.**

This booklet is also posted on the Shinjuku City website.



Going to the Shinjuku City Office

● Shinjuku City Office

Open: Monday through Friday (except national holidays and December 29 through January 3) and the fourth Sunday of the month

Hours: 8:30 a.m. to 5 p.m. Note: Until 7 p.m. on Tuesdays and from 9 a.m. to 5 p.m. on the fourth Sunday of the month (Some matters cannot be handled after 5 p.m. or on Sundays because they involve other facilities. For more information, please contact the relevant service counter.)

Although the City Office handles various procedures for Shinjuku City residents, including foreign residents, the vast majority of staff members at service counters speak only Japanese. If possible, please visit the City Office with someone who can speak Japanese. The Foreign Resident Advisory Corner is located on the first floor of Shinjuku City Office. If you have any questions or concerns, please ask for advice.

The telephone number for the City Office is 03-3209-1111. The main switchboard operator will answer the call in Japanese. Please describe your situation or give the extension number slowly in Japanese. The operator will connect your call to the appropriate office.

● Branch Offices

Open: Monday through Friday (except national holidays and December 29 through January 3) Note: Branch Offices do not open on the fourth Sunday of the month.

Hours: 8:30 a.m. to 5 p.m. Note: Tuesdays until 7 p.m. (Some matters cannot be handled during this extended period. Please contact the City Office for more information.)

As local offices, these Branch Offices handle the collection of taxes and insurance premiums and issue the *Mother and Child Health Handbook* (Boshi Kenko Techo) and application forms for city/metropolitan housing.

Note: Please come to the Resident Registration Section, Family and Resident Registration Division at the City Office if you move to Shinjuku City from a foreign country and need to file a notification of your move; if you become a medium- or long-term resident and need to file a notification of your new status; or if you need an interpreter.

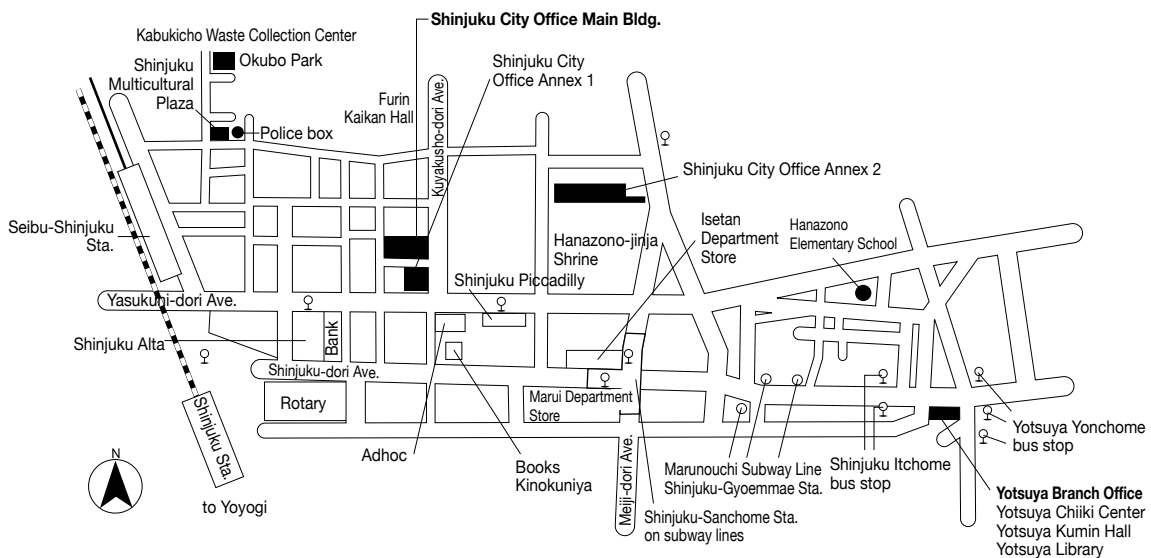
If you file any notification as a group (such as several families together), please call the Resident Registration Section, Family and Resident Registration Division at the City Office in advance.

Shinjuku City Office

🏠 1-4-1 Kabuki-cho, Shinjuku-ku
☎ 03-3209-1111

Yotsuya Branch Office

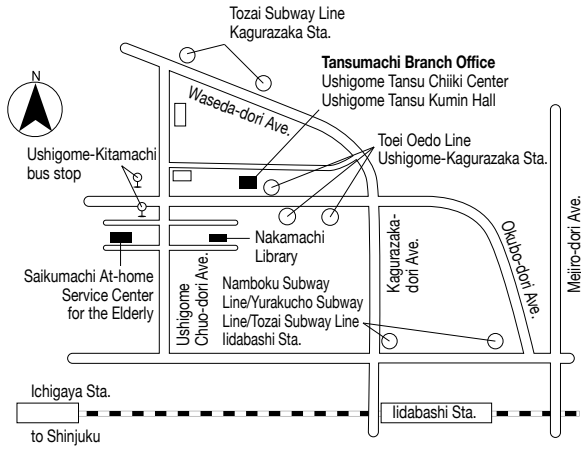
🏠 87 Naito-machi, Shinjuku-ku
☎ 03-3354-6171



Tansumachi Branch Office

🏠 15 Tansu-machi, Shinjuku-ku

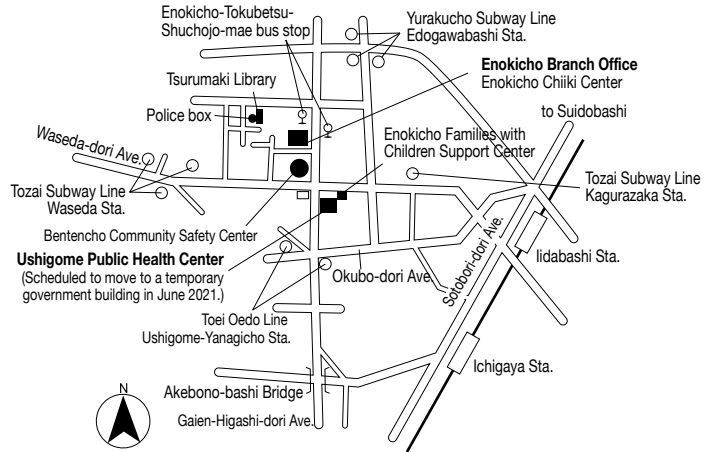
☎ 03-3260-1911



Enokicho Branch Office

🏠 85 Waseda-machi, Shinjuku-ku

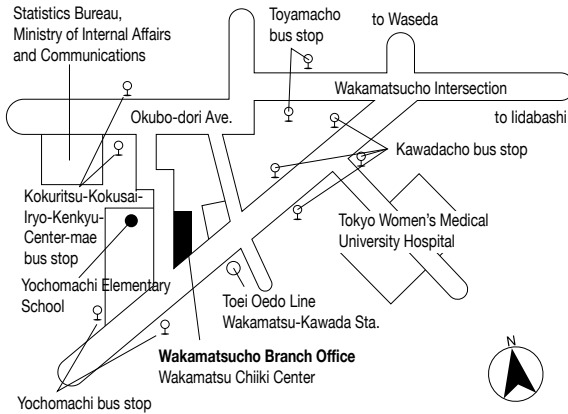
☎ 03-3202-2461



Wakamatsucho Branch Office

🏠 12-6 Wakamatsu-cho, Shinjuku-ku

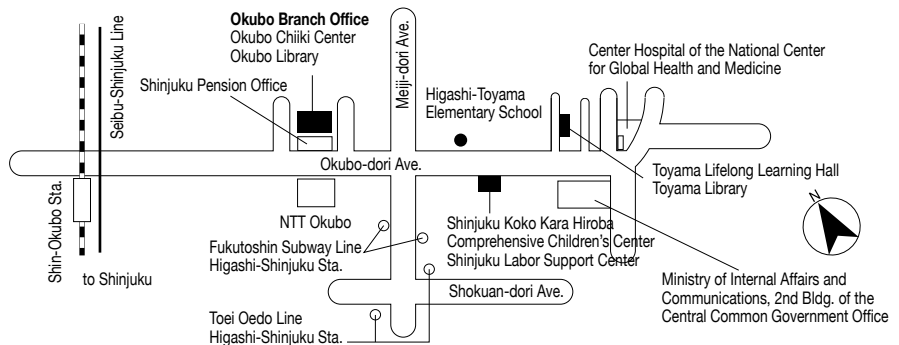
☎ 03-3202-1361



Okubo Branch Office

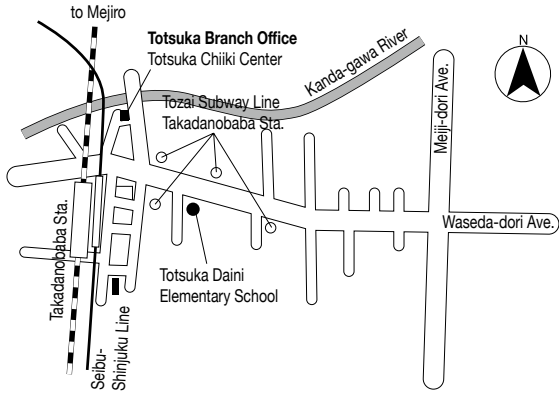
🏠 2-12-7 Okubo, Shinjuku-ku

☎ 03-3209-8651



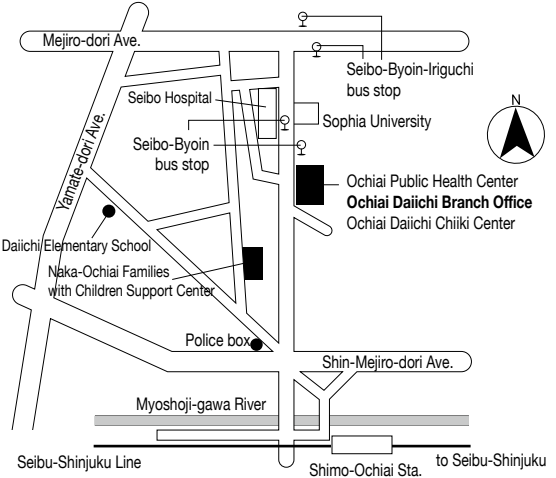
Totsuka Branch Office

🏠 2-18-1 Takadanobaba, Shinjuku-ku
☎ 03-3209-8551



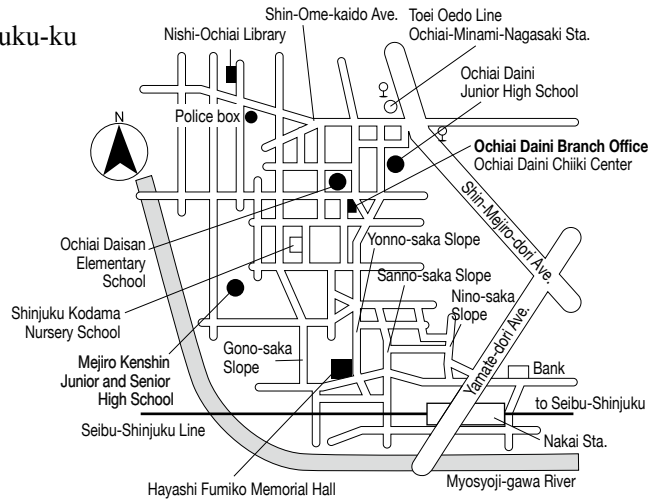
Ochiai Daiichi Branch Office

🏠 4-6-7 Shimo-Ochiai, Shinjuku-ku
☎ 03-3951-9196



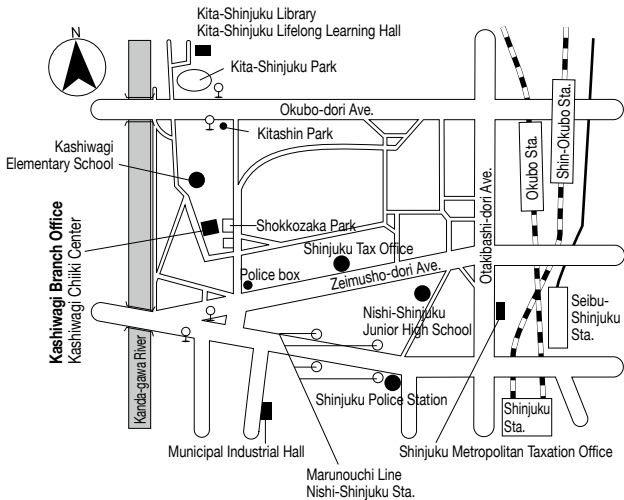
Ochiai Daini Branch Office

🏠 4-17-13 Naka-Ochiai, Shinjuku-ku
☎ 03-3951-9177



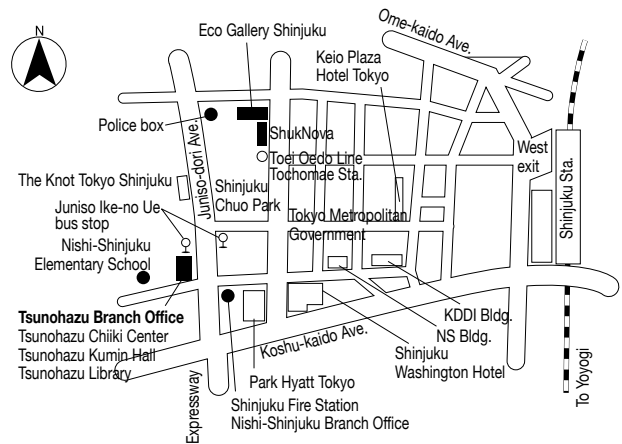
Kashiwagi Branch Office

🏠 2-3-7 Kita-Shinjuku, Shinjuku-ku
☎ 03-3363-3641



Tsunohazu Branch Office

🏠 4-33-7 Nishi-Shinjuku, Shinjuku-ku
☎ 03-3377-4381



Residence Records (Juminhyo)

Resident Registration Section, Family and Resident Registration Division and Branch Offices

Please come to the City Office's Resident Registration Section, Family and Resident Registration Division, in the following cases:

- If you move to Shinjuku City from a foreign country and need to file a notification of your move
- If you become a medium- or long-term resident of Japan and need to file a notification of your new status
- If you need an interpreter
- If you file any notification as a group (such as several families together)

Residence records will be made for eligible foreign residents, such as those entitled to a residence card and special permanent residents.

Residence records are made to retain and verify such information as address and household (meaning people who live together and share living expenses) and the head of household (meaning the representative of the household and/or the main person who supports the household). Personal seal registration, National Health Insurance, and taxes and other matters are based on these records.

● Foreign Residents Who Are Eligible for Residence Records

- Medium- to long-term residents (i.e., those who have or are eligible for a residence card)
- Special permanent residents
- Anyone with landing permission for temporary refuge or permission for a provisional stay in Japan
- Anyone in Japan through circumstances of birth, or who has renounced Japanese nationality and is in a transitional period without any status of residence

Residence records will not be made for foreign residents who do not fall under the abovementioned categories.

● Notification Procedures for a Change of Address

If you move to a different address or people leave or join your household, please complete the designated procedures to notify us of the change, either in

person or through someone acting on your behalf. A proxy letter is required if someone other than a member of the same household files the change notification. The

Shinjuku City website offers a sample proxy letter for your convenience. There is no handling fee for filing this type of notification.

Notification procedures for a change of address are different from the procedures for the previous method of foreign resident registration. To be specific, if you will be moving from Shinjuku City to somewhere else in Japan, or leaving Japan, please complete the designated procedures for moving out at the Shinjuku City Office before you do.

Please read the chart on page 7 for more information on the types of notification procedures for a change of address and the documents required to complete them.

● Obtaining a Copy of Your Residence Record

If you need a copy of your residence record or a certificate of registered items in the residence record, please bring in some form of personal identification (such as your residence card or special permanent resident certificate) and file a request.

Please note that if someone other than a member of the same household files a request on your behalf, a proxy letter is required. The Shinjuku City website offers a sample proxy letter for your convenience.


You can file a request by mail, but please ask about the documents required beforehand. The handling fee is ¥300 per copy.

Notes:

1. You can also obtain a copy of your residence record using certificate-issuing services at convenience stores. Please read page 9 for details.
2. Automated issuing services were terminated at the end of March 2020.

Residence Cards and Special Permanent Resident Certificates

Immigration Information Center, Immigration Services Agency, Ministry of Justice

 0570-013904

(From IP phones, PHS or from overseas, call Tel: 03-5796-7112)

● **Residence Card Procedures**

In the following cases, please conduct the designated procedures at your local regional immigration bureau:

- Your name, date of birth, sex, or nationality (country/region of origin) changes or was incorrect
- Your residence card is lost or stolen
- You renew your residence card
- You have a status of residence for working (e.g., engineers) or a status of residence for studying (e.g., students) and the institution you are affiliated with changes
- If you are a spouse of a Japanese national or a spouse (or dependent) of a foreign resident, and you divorce or your spouse dies

Please call the number above if you have questions about the documents required to complete the designated procedures.

● **Special Permanent Resident Certificate Procedures**

Please complete the designated procedures at the City Office’s Resident Registration Section in the following cases:

- You are applying for special permanent residence for your child who was born in Japan
- Your name, date of birth, sex, or nationality (country/region of origin) changes or was incorrect
- Your special permanent resident certificate is stolen or lost
- You are renewing your special permanent resident certificate

Please call the abovementioned Immigration Services Agency or the Resident Registration Section of the Family and Resident Registration Division (☎ 03-5273-3601) concerning the documents required to complete the designated procedures.

● **Converting Your Foreign Resident Registration Card**

With the elimination of the Alien Registration Act on July 9, 2012, the foreign resident registration card was considered equivalent to the newly created special permanent resident certificate and residence card for a designated period of time. However, as a rule, the foreign resident registration card was to be converted into a special permanent resident certificate or residence card by July 8, 2015.

○ **Residence Card**

Please complete the designated procedures at your local regional immigration bureau.

- If you are a mid- or long-term resident: As a rule, since the conversion deadline was July 8, 2015, please complete the designated procedures as soon

as possible.

○ **Special Permanent Resident Certificate**

Please complete the designated procedures at the City Office’s Resident Registration Section of the Family and Resident Registration Division.

Conversion deadlines:

- For those 15 years of age and younger: On their 16th birthday
- For those 16 years of age or older whose foreign resident registration card renewal period (conversion date) is on or after July 9, 2015: Your first birthday during the designated renewal period of the foreign resident registration card
- For those other than the above: As a rule, since the conversion deadline was July 8, 2015, please complete the designated procedures as soon as possible.

Notifications of Birth, Death, Etc.

👤 **Family Register Section, Family and Resident Registration Division**

● **Family Register (*Koseki*)**

The *koseki* (family registration system) provides official authentication of a Japanese person’s name, date of birth, parents’ names, family relationships, spouse, and other personal information related to family.

● **Family Register Notification Forms**

Foreign residents must also file notification forms for births and deaths that take place in Japan. You may also file notification forms for marriages and divorces. There is no fee for filing a notification form. Please ask the section above about the documents required and other details.

● **Birth Notification**

The mother or father should complete the designated birth notification procedures within 14 days of the birth, at either the city office of the place of birth or the parent’s present address.

Also, please be sure to complete the following procedures:

- Application for visa status at the Tokyo Regional Immigration Bureau within 30 days of the birth
- Procedures designated by your home country (such as passport application)

Notification Procedures for a Change of Address for Foreign Residents

Types of Notification	Notification Period	Documents Required (Please bring original documents.)
Moving to Shinjuku City from overseas	Within 14 days of moving to Shinjuku City	Your residence card (or passport, if your residence card will be issued later) or special permanent resident certificate/foreign resident registration card Notes: 1. Documentation certifying your relationship to the head of the household may be required. 2. If you are re-entering Japan, the passports of all household members moving in are required. ★ Please complete these notification procedures at the <u>Resident Registration Section of the Family and Resident Registration Division of the City Office.</u>
Becoming a mid- to long-term resident (If you live in Shinjuku City with a short-term visa and becomes a mid- or long-term resident)	Within 14 days of becoming a mid- to long-term resident	<ul style="list-style-type: none"> • Certificate of your move • Residence card or special permanent resident certificate/foreign resident registration card • National Health Insurance card (if you are in an enrolled household and the head of the household changes) • Individual number (“My Number”) card (if you have one) • Basic resident registration card (if you have one) Note: Documentation certifying your relationship to the head of the household may be required.
Moving to Shinjuku City from another municipality	Within 14 days of moving to Shinjuku City	<ul style="list-style-type: none"> • Residence card or special permanent resident certificate/foreign resident registration card • National Health Insurance card (if you are in an enrolled household) • Individual number (“My Number”) card (if you have one) • Basic resident registration card (if you have one) Note: Documentation certifying your relationship to the head of the household may be required.
Change of address (If you move within Shinjuku City)	Within 14 days of the move	<ul style="list-style-type: none"> • Residence card or special permanent resident certificate/foreign resident registration card • National Health Insurance card (if you are in an enrolled household) • Individual number (“My Number”) card (if you have one) • Basic resident registration card (if you have one) Note: Documentation certifying your relationship to the head of the household may be required.
Moving out of Shinjuku City (Either within Japan or overseas)	Before moving out	<ul style="list-style-type: none"> • Residence card or special permanent resident certificate/foreign resident registration card • National Health Insurance card (if you are enrolled) • Individual number (“My Number”) card (if you have one) • Basic resident registration card (if you have one) • Personal seal registration card (if you have registered one) Note: If the head of the household moves out, documentation that shows the family relationship with the new head of the household may be required. ★ You can notify Shinjuku City of your move by mail. Please see the Shinjuku City website for more information.
Change in the household (If there is a change in the head of the household, a household is split, or if two households join)	Within 14 days of the change	<ul style="list-style-type: none"> • Residence card or special permanent resident certificate/foreign resident registration card • Documentation certifying your relationship to the head of the household • National Health Insurance card (if you are enrolled)
Change in the relationship to the head of the household (If the relationship between you and the head of the household changes, and the change will not be registered in the <i>koseki</i> [family registry] system)		

Notes:

1. If you need an interpreter or to complete notification procedures as a group, please call the service counter at the City Office’s Resident Registration Section of the Family and Resident Registration Division in advance.
2. Your personal identification will be checked when you file a notification. Please bring some form of official personal ID (such as your residence card or special permanent resident certificate) for this purpose. If someone other than a member of the same household files the notification on your behalf, they will need a proxy letter.
3. If the document certifying your family relationship to the head of the household is in a foreign language, please attach a Japanese translation with the name and contact details of the translator on it.
4. Please be aware that notifications of moving into the city from a foreign country and notifications of becoming a mid- to long-term resident are not handled during the Tuesday extended service counter hours (5 to 7 p.m.) nor during the special service counter hours on the fourth Sundays of every month.

Note: If you or your spouse is a special permanent resident and wishes to file a special permanent resident application for your child who was born in Japan, you will need to come to the Resident Registration Section within 60 days of the birth. A valid birth certificate is required for this application.

● Death Notification

A family member or person living in the same household should complete the designated death notification procedures within seven days of learning of the death of the person in question. This should be done at either the municipal office where the death took place, or at the city office of the applicant's current address.

Seal Registration

Resident Registration Section, Family and Resident Registration Division and each Branch Office

● Personal Seal (*Inkan*)

In Japan, personal seals are used as a symbol of agreement or approval, like a signature, to verify official documents, such as contracts.

You can order a personal seal for your name at a stamp engraving outlet and register the imprint at the City Office. When necessary, you can request a personal seal registration certificate that certifies that the personal seal is registered.

● Personal Seals That Cannot Be Registered

- Stamps with letters that do not combine to form part of your full name, last name, first name, or nickname as registered in your residence record
- Stamps with other information, such as your occupation or degree
- Stamps made of rubber or other material that changes shape easily
- Stamps with imprints that are smaller than an 8-mm square or larger than a 25-mm square
- Stamps with imprints that are unclear or difficult to read
- Stamps with inverse engraving.
- Stamps that are inappropriate for registration (for example, stamps without an outer rim, cracked stamps, ready-made stamps, ring stamps, etc.)

● Personal Seal Registration Procedures

Please bring the personal seal you wish to register

along with your valid residence card or special permanent resident certificate (foreign resident registration card) to the Family and Resident Registration Division of the City Office or local Branch Office, and complete the application procedures in person. Registration can be completed the same day. Some registration restrictions apply, such as those on age (must be 15 years of age or older).

If you apply in person without your valid residence card or special permanent resident certificate (foreign resident registration card), or if a representative with a proxy letter applies on your behalf, a letter of reference will be mailed to your home for confirmation. When you receive the letter, either you or the representative should bring the following items to the service counter where you filed your application:

- The response sheet
- The personal seal you want to register
- Some form of official personal identification

Note: If a proxy applies on your behalf, he or she must bring your identification, a proxy letter signed by you, his or her own identification and seal.

When registration has been completed, you will be issued a personal seal registration card. The handling fee for personal seal registration is ¥50.

● Personal Seal Registration Certificate

If you need a personal seal registration certificate, please bring your personal seal registration card, and apply for a certificate at the Family and Resident Registration Division of the City Office or any Branch Office. The handling fee is ¥300 per copy.

Note: You can also obtain a personal seal registration certificate through the convenience store certificate-issuing service. Please read page 9.

● When Notification Is Necessary (for Personal Seal Registration)

- (a) If you lose your personal seal or no longer need to your stamp to be registered → Notification of Discontinuation of Personal Seal Registration
- (b) If your personal seal registration card is lost, stolen or destroyed by fire → Personal Seal Registration Card Loss Notification
- (c) If your personal seal registration card is not usable because it is dirty or damaged → Personal Seal Registration Card Duplicate Application

● If You Move Out of Shinjuku City (Personal Seal Registration)

If you have completed personal seal registration but are moving out of Shinjuku City, please return the personal seal registration card. You will need to complete personal seal registration procedures at the mu-

municipal office of your new address. Even if you move back to the same address, you must still complete procedures for seal registration again.

● If You Leave Japan (Personal Seal Registration)

If a person with personal seal registration leaves Japan, the personal seal registration becomes invalid and is deleted.

Even if you move back to the same address, you must complete personal seal registration again.

● Those Who Are Not Eligible for a Registered Seal

Anyone who is not eligible for a residence record—including anyone with a short-term visa or who is staying in Japan illegally—cannot register a seal.

Certificate-Issuing Services at Convenience Stores

 **Copies of Residence Records/Personal Seal Registration Certificates:**
Resident Registration Section, Family and Resident Registration Division

 **Certificates for Resident's Tax:**
Collection Management Section, Tax Affairs Division

You will be able to obtain copies of your residence record, personal seal registration certificate, certificate of special city resident/metropolitan resident taxation (tax exemption), and certificate of special city resident/metropolitan resident tax payment at any convenience store, etc. across Japan that has a kiosk device (multifunctional photocopy machine). To use this service, you will need to have an individual number card (pages 9 and 10) loaded with user electronic certificates*.

○ Stores Offering This Service

Shops such as Seven-Eleven, Lawson, Family Mart, Mini-Stop

However, this refers only to stores with a kiosk terminal (multifunctional photocopy machine).

○ Hours

6:30 a.m. to 11 p.m. (except during December 29 through January 3 and system maintenance periods)

○ Handling Fees

¥200 per copy (¥300 at the City Office service counter)

* The user electronic certificate certifies the user as the authorized person on the Internet. The certificate can be used as a means of confirming personal identification when logging in at a Mynaportal, or when using convenience store certificate-issuing services.

Individual Number Notification Card and Individual Number (“My Number”) Card

 **Resident Registration Section, Family and Resident Registration Division**

● What Is an Individual Number Notification Card?

An individual number notification card that states an individual number (“My Number”) will be sent by simple registered mail [no forwarding] to all residents of Japan. This includes newly registered residents who have moved here from overseas or were born recently. The Japan Agency for Local Authority Information Systems (J-LIS), which is contracted by municipalities across Japan, issues and mails the notification cards.

Please keep your individual number notification card in a safe place for your reference and security.

Note: The individual number notification card cannot be used as a document to certify your individual number.

● What Is an Individual Number (“My Number”) Card?

- This is an IC card with an ID photo. It has your name and address on the front, and individual number written on the back.
- Electronic certificates for personal public identification services are included in an IC chip as standard equipment. These can be used when logging in at a Mynaportal or using convenience store certificate-

issuing services.

- Although there is no handling fee for your first individual number card, there is a handling fee of ¥800 for a reissue, and an additional fee of ¥200 for reissuing electronic certificates.
- If there is a change in information such as your name or address, please file a notification at the City Office service counter within fourteen days. If you have extended your visa period of stay at the Immigration Services Agency, please file a notification with the City Office service counter before your individual number card's expiration date to update your individual number card.

● Application and Issue of Individual Number Cards

1. Applying by mail

You can apply using the individual number card application form and the envelope for mailing it. You can obtain the form and envelope at the Family and Resident Registration Division or your local Branch Office, or download them from the website below.

Attach an ID photo to your application form, complete the form with the required information (such as your individual number), place the completed form in the designated envelope, and mail it.


Note: You can also use the application form attached to your notification card. If there is a change in your name, address or other information, please write the change and submit your application.

2. Applying via Internet/local ID photo booth

You can apply using the ID or QR code on the application form enclosed with your individual number notification card. If there was no application form enclosed with your notification card, please bring some form of official ID to the Family and Resident Registration Division or your local Branch Office and show it to obtain an application form with your application ID on it.

When applying via the Internet, take a photo of yourself with a digital camera or smartphone and save it, and then access the website below. After accessing the website, follow the instructions on the screen to complete application procedures.

When applying via a designated ID photo booth (showing the special sticker), select "Individual Number Card" on the touch panel of the ID photo booth, and follow the instructions on the screen to complete application procedures.

 <https://www.kojinbango-card.go.jp/en/>

3. Individual number card online application support service

City Office staff can help you apply on the first floor of the Shinjuku City Office Main Building, from taking the required photo to completing the application form. You must have the special application ID to apply. Please also bring some form of official personal ID (such as your residence card) to the Family and Resident Registration Division service counter and ask for an application form with an application ID written on it.

After filing an application, you will be notified by mail when your individual number card is ready. Please make a reservation via the Internet or by phone before coming to the issuing location to pick up your card.

When picking up your card, please bring your individual number card issue notification and some form of official personal ID (such as your residence card or special permanent resident certificate). Please ask the Family and Resident Registration Division about forms of personal identification other than the abovementioned.

● Concerning the Basic Resident Registration Card

With the issue of the individual number card, the basic resident registration card will no longer be issued as of December 28, 2015. Although the basic resident registration cards can be used until their respective expiration dates, they will be collected when individual number cards are issued. You cannot use both your basic resident registration card and your individual number card.

Tax Payment

■ Objectives and Types of Taxes

👤 Tax Affairs Section, Tax Affairs Division

● What Are Taxes?

Most of the work of the national and local governments concerns various aspects of our daily lives.

The national government is responsible for various national concerns, such as diplomatic affairs, basic social planning, and financial administrative measures.

Local governments, on the other hand, focus more on programs for the local community, such as welfare, education, health/sanitation, police stations, and fire stations.

All of us share the responsibility for the costs of these programs through taxes. In a sense, taxes are like membership fees for a safe and enhanced way of life.

● Resident's Tax (Special City Resident Tax and Metropolitan Resident Tax) and Income Tax

There are various types of taxes. Those that are most familiar to us are resident's tax and income tax.

Resident's tax (local tax) and income tax (national tax) are both levied on an individual's income, and both taxes have many points in common, such as reporting the amount of income. On the other hand, income tax is levied on income earned during the current year, while resident's tax is levied on income earned during the previous year. In addition, the tax ratios may vary.

Resident's Tax, Income Tax, and *Kakutei Shinkoku* (Income Tax Report)

👤 Resident's Tax:

Taxation Section No. 1 and 2, Tax Affairs Division

👤 Certificates of Resident's Tax Payment and Taxation (Tax Exemption):

Collection Management Section, Tax Affairs Division

👤 Income Tax and

Kakutei Shinkoku (Income Tax Report)

Yotsuya Tax Office, ☎ 03-3359-4451

Shinjuku Tax Office, ☎ 03-6757-7776

● Those Who Must Pay Resident's Tax

As a rule, resident's tax is levied every year on everyone who lives in the municipality as of January 1 (regardless of nationality).

Even if you moved, pay to the city you lived in as of January 1. For foreign residents who have recently entered Japan, residence is determined by the date of entry into Japan, the period of stay and the type of occupation.

● Those Who Do Not Have to Pay Resident's Tax

Resident's tax is not levied on those whose income in the previous year was below the standard amount. (The standard amount depends on the age of the taxpayer, the number of dependents, and other conditions.)

● Resident's Tax Report

Please file a report to the City Office Tax Affairs Division by March 15 every year on the income you earned during the previous year. However, those who have filed an income tax report with the tax office and those who are salaried employees of a company that submits a salary payment report to the City Office, do not need to file a resident's tax report.

● Resident's Tax Calculation Method

Resident's tax includes a per capita amount and an income-based amount.

- Per Capita Amount: The same amount per person regardless of income.
- Income-based Amount: Calculated according to the income earned during the previous year.

● Resident's Tax Payment Method

The methods of payment of individual resident's tax are as follows:


- Regular Collection

With this method, an individual pays the tax in four installments using the invoices enclosed with the notification sent by the City Office (in early June). The payment locations are the City Office; Branch Offices; financial institutions, such as banks and post offices; and convenience stores.

Note: Invoices without payment barcodes are not accepted at convenience stores.

You can also pay via mobile banking, which uses a mobile-regi app; credit card (restricted to invoices with payment barcodes); or Pay-easy via your personal computer, smartphone or mobile phone or an ATM (restricted to invoices that can handle Pay-easy).

Note: For more information, please either visit the Shinjuku City website or ask the Collection Management Section.

 www.city.shinjuku.lg.jp/hoken/file04_04_00001.html

- Special Collection Deducted from Wages

If you are a salaried income earner, such as a company employee, your employer deducts the tax from your monthly salary and pays the City Office on your behalf. (In some cases, salaried employees can pay taxes by regular collection.)

Note: In addition, there is a special collection deducted from public pension.

● Procedures Before Leaving Japan

If you are taxed as a resident and plan to leave Japan before receiving the resident's tax notification (in early June), you must either designate someone to pay the taxes on your behalf, or pay the tax in advance (in other words, before you leave Japan). If you plan to leave Japan after receiving the resident's tax notification, you must either designate someone to pay the taxes on your behalf, or pay the rest of the tax before leaving Japan.

● Acquiring a Certificate of Resident's Tax Payment or Taxation (Tax Exemption)


Bring some form of official personal ID (such as a residence card, individual number card or health insurance card) when you file an application at the service counter of the Tax Affairs Division or your local Branch Office. The handling fee is ¥300 per copy.

Notes:

1. If someone is filing an application on your behalf, they will need a proxy letter from you. For more information, please ask the Collection Management Section.

2. You can also use certificate-issuing services at convenience stores (see page 9).

3. For more information, please either visit the Shinjuku City website or ask the Collection Management Section.

 www.city.shinjuku.lg.jp/hoken/file04_02_00001.html

● Income Tax


Income tax is levied on an individual's income. It is calculated by subtracting income deductions from the entire income earned in one year and applying a tax rate to the remaining amount.

● *Kakutei Shinkoku* (Income Tax Report)

Income tax is automatically deducted from monthly salaries in the case of salary earners, but others must submit *kakutei shinkoku* (income tax report) to the tax office.

Income tax is paid based on a reporting and payment system by which the taxpayer (who best knows his/her own income circumstances) calculates the tax and pays the tax according to the tax laws.

For more information on income tax and *kakutei shinkoku* (income tax report), please visit the National Tax Agency website.

 www.nta.go.jp/

Service Counters Where Counseling in Foreign Languages Is Available

★ Shinjuku Foreign Resident Advisory Corner	General everyday living	English		☎ 03-5272-5060
		Chinese	(Mon. through Fri.)	☎ 03-5272-5070
		Korean		☎ 03-5272-5080
● Shinjuku Multicultural Plaza	General everyday living	Korean (afternoon only)	(Mon.)	
		Chinese, Thai, and Nepalese	(Tue.)	
		English (excluding 2nd and 4th Wednesday of the month)	(Wed.)	☎ 03-5291-5171
		Myanmar (Burmese) and Chinese	(Thu.)	
		Korean English (3rd Friday of the month)	(Fri.)	
● Consultation Support Center for Foreign Residents	Consultations concerning immigration, visa procedures, and everyday living	English and Chinese		☎ 03-3202-5535
		Spanish and Portuguese		☎ 03-5125-4039
● Foreign Residents Support Center (FRESC)	General everyday living	English, Chinese, etc.	(Mon. through Fri.)	☎ 0570-011000
● Immigration Information Center	Visa consultations	English, Spanish, Chinese, Korean, etc.	(Mon. through Fri.)	☎ 0570-013904 ☎ 03-5796-7112
● Tokyo Metropolitan Consultations for Foreign Residents	General everyday living	English	(Mon. through Fri.)	☎ 03-5320-7744
		Chinese	(Tue. and Fri.)	☎ 03-5320-7766
		Korean	(Wed.)	☎ 03-5320-7700
● Police Department Comprehensive Consultation Center	Consultations for victims of crimes	English, Chinese, Korean, etc.	(Mon. through Fri.)	☎ 03-3501-0110
			Touch-dial	☎ #9110
● Police Department Consultation for Foreign Residents	Consultations for victims of crimes	English, Chinese, etc.	(Mon. through Fri.)	☎ 03-3503-8484
● Tokyo Legal Affairs Bureau Information on Human Rights Counseling in Foreign Languages	Human rights consultations	English, Chinese, Korean, Filipino, Portuguese, Vietnamese, etc.	(Mon. through Fri.)	☎ 0570-090911
● Shinjuku Employment Assistance and Instruction Center for Foreigners	Labor consultations Introduction of employment/part-time jobs	English and Chinese	(Mon. through Fri.)	☎ 03-3204-8609
● Advisory Services for Foreign Workers	Labor consultations	English	(Mon., Thu. and Fri.)	
		Chinese	(Mon., Tue. and Thu.)	
		Filipino	(Mon., Tue., Wed. and Fri.)	
		Vietnamese	(Mon. through Fri.)	☎ 03-3816-2135
		Nepalese	(Tue. through Thu.)	
		Cambodian	(Wed.)	
		Mongolian	(Fri.)	
● Tokyo Metropolitan Labor Consultation Center	Labor consultations	English	(Mon. through Fri.)	☎ 03-3265-6110
		Chinese	(Tue. through Thu.)	
● Himawari (Tokyo Metropolitan Health and Medical Information Center)	Medical institutions and medical system	English and Chinese	(Daily)	☎ 03-5285-8181
		Korean, Thai, and Spanish		
● Japan Anti-Tuberculosis Association	Telephone consultations for foreign residents concerning tuberculosis	English, Chinese, Korean (third week only), Vietnamese, Myanmar (Burmese; morning only), Nepalese (second and fourth weeks; morning only)	(Tue.) 10 a.m. to 12 noon, 1 to 3 p.m.	☎ 03-3292-1218/9
● Tokyo English Lifeline	Consultations on everyday living	English	(Daily)	☎ 03-5774-0992
● Japan Post Customer Service Center	Postal services	English	(Daily)	☎ 0570-046-111
● NTT East Information	Telephone services, etc.	English, Chinese, Portuguese, and Spanish	(Daily)	☎ 0120-005-250
● JR East Infoline	Information on JR East Japan	English, Chinese, and Korean	(Daily)	☎ 050-2016-1603

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<http://www.foreign.city.shinjuku.lg.jp/en/>

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