

# How to send request by mail

If you need the Income Certificate after you have moved out from Niihama City but cannot come to the main/branch office, you can send a request by mail.

A Letter of Proxy is required when the Person Submitting the Request is not a relative living together with the Person Requiring the Certificate.

Every year from June 1st, the content will be updated to the previous year's income.

**Example** The latest certificate as of June 2026 is Year 2026 Tax (Income Year 2025) Certificate.

## Items to be enclosed

### 1 Request Form

Please fill out the necessary information in the form at the back, on a writing paper, or a report sheet.

Please clarify if your current address and mailing address are different.

### 2 Return envelope (write the name and return address, and affix an 110-yen stamp)

### 3 Processing fee in form of Postal Money Order (300 yen per copy)

*\* based on calculation for 1 copy per person per year.*

**Example 1** If Mr. A requests to issue a total of 3 certificates for year 2026, 2025, and 2024, the total fee will be 900 yen.

**Example 2** If Mr. A requests to issue 2 copies of certificates for year 2024, the total fee will be 600 yen.

**Example 3** If Mr. A requests to issue 1 copy of his certificate and 1 copy of his dependent, Mrs. B's certificate for year 2024, the total fee will be 600 yen.

### 4 Copy of identity verification document (of the Person Submitting the Request)

#### ONE copy of certificate issued by government office (with photo)

Driver's license, Residence Card, Radio Operator License, passport, Mariner's Pocket Ledger, Basic Resident Registration Card (with photo), Seafarer's Certificate of Competency, Physical Disability Certificate (with photo), Passing Certificate (guard), Permit of Boat's Operator, Hunting Gun/Air Gun Permit, Electrician License, etc.

#### TWO or more copies (two or more from A category, or one or more from each A and B category)

##### A: Documents issued by government office (without photo)

National Health Insurance Card, Health Insurance Card, Seafarer's Insurance Card, Long-term Care Insurance Certificate, Mutual Aid Association Member Card, National Pension Certificate, various Pension Certificates, Benefit Certificate, Basic Resident Registration Card (without photo) etc.

##### B: Documents issued by other than government office

Employee ID, student ID, bankbook with own name, cash card, credit card, hospital ticket, etc.

Mail to:

Municipal Tax Unit, Taxation Section,

Niihama City Hall

1-5-1 Ikku-cho, Niihama, Ehime, 792-8585



〒792-8585

愛媛県新居浜市一宮町一丁目5番1号

新居浜市総務部課税課市民税グループ 行