



Issuance of Individual Number Card will begin in February 2016

マイナンバー「個人番号カード」の交付を開始します

～How to receive your card～

- ① The Notice of Issuance will be mailed to those who applied for their individual number card.
- ② When you received the notice, please make an appointment to receive your card by calling. (※1)
In order to avoid confusion, location to receive the card is specified according to region (town) where you live.
- ③ Please bring the Notice of Issuance and required documents to the designated place to receive your card at your appointed date and time. (※2)
(Before come to receive, please prepare your PIN and fill in the notice ahead of time.)



※1

Please make an appointment by calling the inquiries written in the notice.
Please note that the procedure of the issuance will take 30 minutes.

Hours of Operation: Monday – Friday 8:30a.m. ~ 5:15 p.m. (Only Tuesday, until 7:00 p.m.)

In addition to the above, we plan to issue the card on weekends. For more information, we will announce when making appointment.

※2

Before come to receive, please prepare your PIN.

Type of passcode	When it will be used	the required number of digits
(1) for electronic certificate for signature 「署名用の電子証明書」の暗証番号	When using “e-Tax”	6 ~ 16 alphanumeric characters capital letters of A to Z and number from 0 to 9 are applicable. Both alphabet and number should be included in the passcode.
(2) for electronic certificate for proof of user 「利用者証明用の電子証明書」の暗証番号	-When using Certificate Issuing Service at Convenience Stores -When using “Maina Portal”	4 digits number Same PIN between (2) and (4) is applicable.
(3) for administrative processes of Basic Resident Registration 住民基本台帳事務用の暗証番号		
(4) subsidiary passcode for data registration 券面事項入力補助用の暗証番号		

～Regarding the period of validity of Basic Resident Registration Cards～

Within the period of validity, you can continue to use your Basic Resident Registration Cards. However, electronic certificate stored in your card cannot be updated once the validity (three years) expires. Therefore, please apply for Individual Number Card (My Number Card).

In addition, you cannot keep both Basic Resident Registration Card and Individual Number Card at the same time. It is required to return your Basic Resident Registration Card, when issuing your My Number Card.

～For those who haven't receive “Notification Card” of thier Individual Number～

Your notification card is kept in *Shimin-ka*, Koka City Hall. For those who haven't received, please contact us.

Inquiries Citizens' Affair Div. (*Shimin-Ka*) ☎0748-65-0683

Filing Tax Return for Income Tax (確定申告 *Kakutei Shinkoku*) and Resident Tax (住民税申告 *Juminzei Shinkoku*)



-----所得税の確定申告 住民税申告のお知らせ-----

Period: February 16 (Tue) to March 15 (Tue)

Excluding Weekends and holidays

Income tax should be calculated based on his/her annual income and filed by each tax payer. Even if you are not required to file for income tax return, you have to file for resident tax in order to apply for the reduction of National Health Insurance premium, reassess the amount of medical insurance fee for the elderly, issue the proof of earnings and more. Please be careful not to fail to file your tax return.

Who must file for income tax return?

➤ Income tax

- ① Those who earned more than ¥20,000,000
- ② Those who retired, quitted or changed job during the year, thus did not receive year-end tax adjustment (年末調整 *Nenmatsu Chousei*)
- ③ Those who are planning to receive deduction for casualty losses, medical deduction, or deduction for donation
- ④ Total income, excluding salary income and retirement income, is more than ¥200,000.
- ⑤ Those who have income from 2 or more companies and earned more than ¥200,000 excluding retirement income

➤ Resident tax

- ① Those who meet the condition above but are exempted from income taxes after calculation
- ② Those who do not have income AND are not a dependent of a family member or spouse
- ③ Those who have received year-end tax adjustment and are exempted from tax income, but planning to receive medical deduction based on the amount of resident tax

※If you meet one of the following conditions, you are required to file for residence tax only.

- ✓ The combined total of the amount of income after year-end tax adjustment and retirement income is below ¥200,000
- ✓ The amount of received public pensions is below ¥4,000,000 AND amount of income excluding the miscellaneous income from public pensions is below ¥200,000

Necessary Documents

- ① *INKAN* / personal seal
- ② Statement of earnings
 - Gensen Choushu Hyo 源泉徴収票 (original, not a copy) ➤ for those who have salary and/or pension
 - Shushi Uchiwake Sho 収支内訳書 (balance report)
 - for those who have income regarding farming, self-employed business and real estate
 - If you have income other than the above, you need a document that proves the income.
- ③ Documents required to file tax deductions
 - 【Example】
 - Certificate of payment for National Pension insurance premium (国民年金保険料 *Kokumin Kenkou Hoken Ryo*)
 - Certificate of payment for public health insurance premium under the voluntary enrollment system
 - Certificate of payment for premiums if enrolled in life insurance or earthquake insurance
 - Receipt of medical expenses
- ④ If your tax paid is expected to be refunded, bring a document proving your bank account information such as account number, name of the bank and branch name.

※If you need a payment certificate for National Health Insurance tax (*Kokumin Kenko HokenZeji*), Nursing insurance premium (*Kaigo Hoken Ryo*), or Medical insurance premium for the elderly (*Kouki Koureisha Iryo Hoken Ryou*), they will be issued for free at: City hall (Minakuchi office), Chiiki-Shimin-Center of Tsuchiyama, Koka-Ohara, Konan-Daiichi and Shigaraki.

※Regarding certificate of payment for National Pension insurance premium (*Kokumin Nenkin Hoken Ryou*) If you have paid National pension insurance premium during 2014, Japan Pension Service sends the certificate of payment so that you can attach it for tax deduction.

※If you have a copy of the declaration for the previous year, please be sure to bring it.

Location and Hours

➤ Location

*Excluding weekends and holidays

For those who live in	Location	note
水口町 Minakuchi-cho	水口社会福祉センター Minakuchi Shakai Fukushi Center 1 st floor, Fukushi Hall	
甲南町 Konan-cho	甲南庁舎 Konan Chousha (Konan Gov't Pffice) 2 nd floor, Dai Kaigishitsu	Closed on the following dates Feb/26 th (Fri), Mar/4 th and 11 th (Fri)
甲賀町 Koka-cho	甲賀大原地域市民センター Koka-Oahara Chiiki Shimin Center 2 nd Floor, Kaigi-Shitsu	Closed on the following dates Feb/16 th (Tue) to 19 th (Fri) Feb/29 th (Mon) to Mar/4 th (Fri), Mar/14 th (Mon)
土山町 Tsuchiyama-cho	土山開発センター Tsuchiyama Kaihatsu Center 2 nd floor, Kenshu-Shitsu 2A, 2B	Closed on the following dates Feb/22 nd (Mon) to 26 th (Fri) Mar/7 th (Mon) to 11 th (Fri)
信楽町 Shigaraki-cho	信楽開発センター Shigaraki Kaihatsu Center 1 st floor, Dai Shukai Shitsu	

➤ Hours: 9:00 – 11:30, 13:00 – 16:00

Inquiries Regarding Resident Tax **Tax Div. (Zeimu-ka) ☎0748-65-0679**
Regarding Income Tax **Minakuchi Tax Office (Minakuchi Zeimu-sho) ☎0748-62-0314**

Allowance for school enrollment is available for single parent households

ひとり親家庭等入学支度金

~Application is required for receiving the allowance.~

In order to better secure children's' health and growth, Koka City is providing an allowance for single parent households with child(ren) entering an elementary and/or Junior High School.

- Eligibility
As of February 1st 2016, applicant must be a registered resident of Koka City for more than one year. Additionally, the applicant must be a single parent or a foster parent of child(ren) who will enter an elementary or Junior High School in April, 2016.
- Where to apply
-Reception desk at City Hall in Minakuchi,
-Chiiki Shimin Center of Tsuchiyama, Koka-Ohara, Konan-Daiichi, and Shigaraki
- Amount
5,000 yen for entering Elementary School
10,000 yen for entering Junior High School
- Application period
(The application submitted after the application period will not be accepted.)
February 1st (Mon) to February 29th (Mon)
8:30am to 5:15pm
*excluding weekends & holidays
- When is the allowance be paid?
March 25th (Fri), 2016 ※tentative

※ We won't send the notice to eligible persons.

For more information such as the requirements, please contact us.

Inquiries **Child Support Division (Kodomo-Ouen-Ka) ☎0748-86-8423**



February Taxes (2月の税金)

Due date for tax payment: **February 29th (Mon)**

- National Health Insurance Tax 国民健康保険税(Kokumin Kenkou Hoken Zei)
- Fixed property tax 固定資産税 (Kotei Shisan Zei) ● Nursing Care Insurance 介護保険料 (Kaigo Hokenryou)
- Medical insurance premium for the elderly 後期高齢者医療保険料 (Kouki Koureisha Iryou Hokenryou)
- Nursery school fee 保育料 (Hoikuryou) ● Kindergarten fee 幼稚園使用料 (Youchien Shiyouryou)
- Water Fee 水道料金 (Suidou Ryoukin)

Mutual Aid Traffic Accident Insurance Plan for FY 2016

平成 28 年度交通災害共済

“交通災害共済” *Koutsu Saigai Kyousai* is a mutual aid system, where each member pays a small amount of contribution and can receive a benefit (relief money) in case of meeting with an traffic accident. The application is available now.

➤ **Who can join in this insurance?**

-Those who are registered as a resident in Koka City **OR** -Those who work or study in Koka City

➤ **Premium (per year):** ¥500 / person

➤ **Application period:** From February 1st (Mon), 2016

➤ **Period covered by the insurance:** April 1st (Fri), 2016 to March 31st (Fri), 2017



➤ **How and Where to apply**

Application form is available at City Hall and financial institution located in Koka, and also will be distributed to each household through local residents' association (called “Ku” or “Jichikai”).

Application should be made at City Hall (Minakuchi), *Chiiki-Shimin-Center* or the following financial institutions located within Koka City.

(Available Financial Institutions: *Shiga Ginkou / Kansai Urban Ginkou / Shigaken Shinyou Kumiai / Koka Nogyo Kyodo Kumiai / Kotou Shinyou Kinko / Shigakenmin Shinyou Kumiai / Kinki Roudou Kinko*)

➤ **Benefit**

When you suffer an injury in an accident caused by vehicles on the road in Japan during the insured period, and receive treatment in a hospital, a benefit will be offered.

➤ **Amount:**

¥20,000 to ¥1,000,000 at the maximum(in case of death)

※The amount of the benefit depends on degree of the injury. Depending on circumstance of the accident, the benefit may not be paid.

Inquiries Consumer and Environmental Protection Division (*Seikatsu-Kankyo-Ka*) ☎0748-65-0686

HEALTH CHECKUP FOR BABIES AND INFANTS: FEBRUARY 2016

HC=Hoken Center

乳幼児健診 (*Nyuyouji Kenshin*)

Examination	Eligible child (Date of birth)	Exam date	Location	Reception hours	What to bring
4 months old	October 2015	Feb. 25 (Thu)	Minakuchi HC	1:00pm-1:30pm	Maternity record book, questionnaire, towel, diapers, change of clothes, milk
		Feb.17 (Wed)	Kaede Kaikan		
10 months old	March 2015	Feb. 22 (Mon)	Minakuchi HC	1:00pm-1:30pm	Maternity record book, questionnaire, towel, diapers, change of clothes, milk
		Feb. 17 (Wed)	Kaede Kaikan		
1 year and 8 months old	June 2014	Feb. 3 (Wed)	Minakuchi HC	1:00pm-1:30pm	Maternity record book, questionnaire, diapers
		Feb. 10 (Wed)	Koka HC		
2 years and 6 months old	July 2013	Feb. 1 (Mon)	Minakuchi HC	1:00pm-1:30pm	Maternity record book,questionnaire, questionnaire for exam about hearing ability(do the exam at home)
		Feb. 10 (Wed)	Koka HC		
3 years and 6 months old	July 2012	Feb. 15 (Mon)	Minakuchi HC	1:00pm-1:30pm	Maternity record book, questionnaire
		Feb. 26 (Fri)	Koka HC		

Appointment is not needed. Please visit the Hoken Center directly: **Minakuchi HC** for residents of Minakuchi and Shigaraki towns; **Koka HC** for residents of Tsuchiyama, Koka, and Konan towns; **Kaede Kaikan** for residents of Tsuchiyama, Koka, Konan and Shigaraki towns

For more details, please refer to Health and Medical Checkup Calendar.

Inquiries Health Promotion Div. (健康推進課 *Kenkou-Suishin-Ka*) ☎0748-65-0736 Fax: 0748-63-4591

English interpreter is available from 8:30 a.m. to 5:15 p.m.
At Regional Community Promotion Div. in City Hall
Phone: 0748-65-0604

Automated translation is available on our homepage:
<http://www.city.koka.lg.jp/>