



Income Tax

Tax Returns Must be Filed by March 17

Resident Tax

(所得税・住民税の確定申告は3月17日まで)

Try filing online at home to avoid the crowds at tax filing sites!

You can fill out and submit the tax return application form from the National Tax Agency website.



National Tax Agency website ▶

Period for Filing

February 17 (Mon) – March 17 (Mon)

(Except Saturdays, Sundays, and national holidays)



Check the city website to see if you need to file a tax return

Koka City website ▶



Check the table below for income tax / resident tax return consultation dates

Reception Hours / Location / Dates of Each Filing Venue

● Venues Designated by the City

Venues listed below are available only for registered residents of Koka City as of January 1, 2025.

Please use public transportation as parking space is limited at each venue.

● Application Hours (Morning) 8:30 - 11:30 (Afternoon) 13:00 - 16:00

Venues and Consultation Dates

*Gakku: School District

Venue		Minakuchi District	Tsuchiyama District	Koka District	Kounan (甲南) District	Shigaraki District
Date		Kenshu Shitsu Room, Kyodo Fukushi Shisetsu 1F, Suntopia Minakuchi	Dai Shukai Shitsu Room, 1F, Tsuchiyama Kaihatsu Center	Kaigi Shitsu Room, 2F, Koka Chiiki Shimin Center	Kaigi Shitsu Room, 3F, Kounan Chiiki Shimin Center	Kaigi Shitsu Room, 2F, Shigaraki Chiiki Shimin Center
Application Hours	(Morning) 8:30 - 11:30 / (Afternoon) 13:00 - 16:00					
February 17 (Mon)	Consultation Date	Please note: Consultations are not available on these dates.	Sayama Gakku	Please note: Consultations are not available on these dates.	Please note: Consultations are not available on these dates	
February 18 (Tue)			Aburahi Gakku			
February 19 (Wed)			Ohara (大原) Gakku			
February 20 (Thu)		Aiga Gakku, Yamauchi Gakku				
February 21 (Fri)		Ono (大野) Gakku				
February 25 (Tue)		Tsuchiyama Gakku				
February 26 (Wed)		Please note: Consultations are not available on these dates.				
February 27 (Thu)			Kibogaoka Gakku			
February 28 (Fri)			Kibogaoka Gakku			
March 3 (Mon)			Daiichi Gakku			
March 4 (Tue)			Daiichi Gakku			
March 5 (Wed)			Daiichi Gakku			
March 6 (Thu)			Daini Gakku			
March 7 (Fri)			Daisan Gakku			
March 10 (Mon)			Chubu Gakku			
March 11 (Tue)			Please note: Consultations are not available on these dates.	Tarao Gakku, Asamiya Gakku		
March 12 (Wed)				Kohara Gakku		
March 13 (Thu)	Kumoi Gakku					
March 14 (Fri)	Shigaraki Gakku					
March 17 (Mon)	Shigaraki Gakku					

- The municipal venues listed above are available only for registered residents of Koka City as of January 1, 2025.
- **Please file returns at Kyodo Fukushi Shisetsu (Kyoyo Bunka-shitsu) at Suntopia Minakuchi for the following cases.**
 - Filing a return with capital gains (income from the sale of land or stocks)
 - Filing a return for the first time to receive the special deduction for housing loans
 - Filing a return with a total income of ¥10 million or more from business (agriculture, sales, etc.)
 - Filing a return to receive the miscellaneous loss deduction
 - Filing a blue-form return (青色申告), consumption tax return, tax returns up to 2023, death declaration (declaration for a deceased person)
 - Other complex filings

Please Note

- If you have business income, such as agricultural or commercial income, please prepare a detailed income and expense statement before attending.
- If you are applying for a medical expense deduction, please prepare a detailed statement of total household medical expenses, itemized by each person and each hospital, before attending.
- If you have a copy of last year's tax return, please bring it to the consultation.
- Use public transportation if possible as parking space is limited at each venue.

To prevent overcrowding, dates have been designated for each district. Please attend on your assigned date.

Tax Office Filing Venue

(From this year, the receipt date will no longer be stamped on copies of tax returns and related documents.)

You can file a return at Kyodo Fukushi Shisetsu (Kyoyo Bunka-shitsu) at Suntopia Minakuchi for the following cases.

- **Filing a return with capital gains (income from the sale of land or stocks)**
- **Filing a return to receive the miscellaneous loss deduction**
- **Filing a return for the first time to receive the special deduction for housing loans.**
- **Filing a blue-form return (青色申告), consumption tax return, tax returns up to 2023, death declaration (declaration for a deceased person)**
- **Filing a return with a total income of 10 million yen or more from business (agriculture, sales, etc.)**
- **Filing a return for retirement income**
- **Other complex filings**

Application Hours 9:00 – 16:00*

*Depending on the number of applicants, reception may close early, even during the designated hours.

Venue Kyoyo Bunka-shitsu Room, Kyodo Fukushi Shisetsu at Suntopia Minakuchi

-An entrance ticket is required to enter the venue. You can obtain the ticket at the venue on the day of the event or from the official LINE account of the tax office.

Tax office official LINE account ▶



-Prepared tax returns should be submitted by post or in person at the tax office counter.
(Minakuchi Zeimusho Kojin Kazei Bumon, 5587-3, Minakuchi, Minakuchi-cho, Koka City, 528-8555)

What You Need

- ☐ ① **My Number Card or Notification card (or another number verification document) + personal identification documents such as a driver's license**
 - ☐ ② **Income verification documents:**
 - Original Certificate of Withholding Tax (Gensen Choshuhyo 源泉徴収票) for salaries and pensions.
 - Income and expense statements for those with business, agricultural, or real estate income. Please prepare these in advance.
 - Documents proving income any other types of income.
 - ☐ ③ **Documents for deductions:**
 - Certificate of Social Insurance Premiums (National Pension Insurance Premiums, Optional Health Insurance Premiums)
 - Deduction certificate for life insurance or earthquake insurance premiums
 - Detailed list of payments for medical expense deductions. Please prepare a detailed statement of total household medical expenses, itemized by each person and each hospital, before attending. A 'Medical Expense Notice (医療費のお知らせ)' is also acceptable instead.
 - Detailed list of payments made for the Self-medication Tax Deduction. The list must include the name of medication, the place of purchase, and the amount paid. Those who receive this deduction (セルフメディケーション税制) are not eligible for the regular medical expense deduction.
 - Other documents required for deductions.
- 《The following proof of payment is not required》
- National Health Insurance Tax
 - Long-Term Care Insurance Premium
 - Medical Health Insurance Premium for the Elderly

- ☐ ④ Documents showing the account number, financial institution's name, and branch name for the person filing the tax return if a refund is anticipated.
If you wish to use direct debit for tax payment, please also bring the seal registered with your bank account.
- ☐ ⑤ Documents showing the income of dependents for determining eligibility of dependent deductions.
- ☐ ⑥ Copy of last year's tax return (if available)

Those Certified as Requiring Long-Term Care

■ **Disability deductions can be filed with city approval.**

Even if you have not been issued a physical disability certificate as of December 31, 2023, you will be eligible for disability deductions by obtaining the 'Certificate of Eligibility for Disability Deduction (障害者控除対象認定書)' upon application if you are 65 years or older with a disability that meets certain standards.

■ **Issue of Confirmation Form to Replace the Diaper Use Certificate**

If you intend to obtain the medical expense deduction for diaper expenses, a 'Confirmation of Diaper Use (おむつ使用証明書)' is required from a doctor. If certain criteria are met, 'Confirmation of Medical Expense Deduction for Diaper Expenses (おむつ代の医療費控除証明書必要事項の確認書)' may be obtained by applying to the city to replace the doctor's note for eligibility towards medical expense deductions.

- Each application should be submitted at the counter of Choju Fukushi Ka in city hall or any Chiiki Shimin Center.

Inquiries Choju Fukushi Ka ☎ 69-2165 ☎ 63-4085

Those who are paying National Pension Premiums

■ **Certificate for National Pension Insurance Premium Deduction**

Japan Pension Service sends a 'Deduction Certificate for National Pension Insurance Premiums (国民年金保険料控除証明書)' to those who paid National Pension Insurance premiums during the year 2024. Please attach the certificate or receipt when submitting your tax return. For inquiries about the deduction certificate or to request reissuance, please contact the Japan Pension Service. (Certificate re-issue is not provided at city hall.)

Inquiries Japan Pension Service Subscribers Hotline

☎ 0570-003-004 ☎ 03-6630-2525 (for Internet protocol phones)

Inquiries Zeimu Ka ☎ 69-2128 ☎ 63-4574

Minakuchi Zeimusho Tax Office ☎ 62-0314 (Please follow the instructions given by the voice guidance)

Do You Know About the Child Disability Welfare Allowance / Special Disability Allowance

ご存じですか? 障害児福祉手当・特別障害者手当

Koka City provides allowances to persons with severe disabilities who remain at home and require constant nursing care.

Both allowances have an income limit and require medical certificate approval. Applications are accepted even without a physical disability certificate; however, eligibility may depend on the specific condition of the disability.

	Eligible Persons	Amount of Allowance
Child Disability Welfare Allowance	Those under 20 years old who remain at home and require constant nursing care in their everyday lives due to severe mental or physical disabilities.	¥15,690 per month
Special Disability Allowance	Those 20 years old or older who remain at home and require constant nursing care in their everyday lives due to severe mental or physical disabilities.	¥28,840 per month



Inquiries Shogai Fukushi Ka ☎ 69-2161 ☎ 63-4085

Koka City website▲

Don't Forget to Apply for the School Admission Allowance for Single-parent Households

ひとり親家庭等入学支度金の手続きを忘れずに



Eligibility

Applicants must be a single-parent or acting as guardian of a child entering elementary or junior high school in April 2025. Both applicant and child must have resided in Koka City (as registered residents) for more than one year as of February 1, 2025.

Please Note:

- There are no income restrictions.
- Notifications will not be sent to eligible applicants.

Amount of Allowance (per child)

¥5,000 for admission into elementary school
¥10,000 for admission into junior high school

Please see the Koka City website for details, including required documents.

Application Period

February 28 (Fri)*

*Applications after this date will not be accepted.

How to Apply

- ① Online Application from the Koka City website
- ② In person at the service counter*: Kosodate Seisaku Ka (city hall), or any Chiiki Shimin Center

*Application hours: 8:30 – 17:15 (except Saturdays, Sundays and national holidays)

Scheduled Payment Date

March 31 (Mon)

Koka City website ▶



Inquiries Kosodate Seisaku Ka ☎ 69-2176 ☎ 69-2298



'Garbage Disposal Guide App' Is Now Available!

『ごみ分別アプリ』はじめました



We have introduced a Garbage Disposal Guide App named "Gomi Bunbetsu Apuri" that makes it easy to learn how to separate garbage when disposing of it in Koka City. We encourage you to make use of it.

Features of the Gomi Bunbetsu Apuri

- You can view the garbage calendar and learn how to sort your garbage
- Push notifications let you know the type of garbage to put out on the day

Today, you can put out burnable garbage.



Download the Gomi Bunbetsu App

Android ▶



iOS ▶



Distribution of the Garbage Calendar for Fiscal Year 2025

The garbage calendar for fiscal year 2025 will be distributed by community association members (Ku/Jichikai) from mid-February.

The calendar is also available at Seikatsu Kankyo Ka at Koka City Hall, Chiiki Shimin Centers in each region, and will also be posted on the Koka City website.

Inquiries Seikatsu Kankyo Ka ☎ 69-2145 ☎ 63-4582



Koka City website ▶



Consultation Corner

February 15 to March 14

Consultation services are provided for free. Feel free to use them.

Consultation Topic/Contact Details	When	Available Times	Where/ Other Information
Daily Life and Work Consultations (Life Support Desk)* Concerns about daily life, work, etc. *No application required. Support provided by: General support staff or employment support staff. Contact Seikatsu Shien Ka ☎ 69-2158 ☎ 63-4085	Monday to Friday (except national holidays)	8:30-17:15	Seikatsu Shien Ka 1st Floor, Koka City Hall
Consumer Affairs Consultations Advice about contracts, products, etc. in consumer affairs. Support provided by: Consumer Affairs Consultant Contact Shouhi Seikatsu Center ☎ 69-2147 / Consumer Hotline 188 (no area code)	Monday to Friday (except national holidays)	9:00-17:00	Shohi Seikatsu Center 1st Floor, Koka City Hall
Pension Consultations Support provided by: Kusatsu Japan Pension Service employees *Reservations required. Appointments filled on a first-come, first-served basis. Contact Appointments Kusatsu Japan Pension Service ☎ 077-567-2220 ☎ 077-562-9638	March 13 (Thu) *Held every other month	10:00-15:00	Kaigishitsu Room 202 2nd Floor, Koka City Hall
School Age Consultations For school-aged children (from elementary school to high school age), their parents, and their families. Contact Kosodate Seisaku Ka ☎ 69-2176 ☎ 69-2298	Every Monday, Wednesday and Friday (except for national holidays)	8:30-17:15	Kosodate Seisaku Ka 2nd Floor, Koka City Hall You can also make inquiries using the Child-Rearing Concierge Inquiry Form. 
Young Carers Consultations For young carers, the community and other involved persons regarding concerns and issues faced. Contact Kosodate Seisaku Ka ☎ 69-2184 ☎ 69-2298			
Child Development and Learning Consultations* For development and mental health issues. *Reservations by phone or fax are required. Age range Toddlers around 4 years old and up, elementary, junior high, high school students and young adults up to around 25 years old *For consultation for children under 4 years old, please contact your local health center. Contact Appointments Hattatsu Shien Ka ☎ 69-2178 ☎ 69-2298 (Reception hours: 9:00-17:00)			Preschools, schools, city halls, etc.
Youth Consultations for Truancy or Social Withdrawal Counseling on social withdrawal and truancy for those who have completed compulsory education up to the age of 25 years old Contact Hattatsu Shien Ka ☎ 69-2179 ☎ Reception hours: 9:00-17:00			
General Youth Issues* Counseling regarding truancy, bullying, delinquency, delinquent behavior, friendships, employment and school enrollment, etc. *From Monday to Friday, 9:00 am to 4:00 pm (except public holidays and end-of-year holidays). Consultations can also be made by phone and email.		Contact Shonen Center (in Minakuru Plaza) ☎ 62-6010 ☎ 63-3977 ✉ k-syonen@city.koka.lg.jp	

Monthly Tax Payments

今月の納税

*The due date for tax payments this month is: **February 28 (Fri)***

- Fixed assets tax (4th term installment)
- National health insurance tax (9th term installment)
- User fees (Nursery school, kindergarten fees and nursery school lunch fees)
- Long-term care insurance premium (9th term installment)
- Medical insurance premiums for the elderly
- Water rates

**Direct debit is a convenient way to
manage payments.**



Minakuchi Shinryosho Clinic Offers Medical Services on Sundays and National Holidays

みなくち診療所で休日に診療を行っています

Open on February 2, 9, 11, 16, 23, 24
(Sundays and National holidays)

Business Hours ● Morning session: 9:00 am - 12:30 pm
● Afternoon session: 1:30 pm - 4:00 pm
Reception: 8:45 am - 3:30 pm

Medical Specialty Internal Medicine

Administrator

Medical Koka (name changed from Imamura Iin Clinic)

Inquiries Minakuchi Shinryosho Clinic
(during business hours)

☎ 62-3346 ☎ 63-1728

Iryo Seisaku Shitsu

☎ 69-2171 ☎ 63-4085

website ▶



Extended Business Hours in February (until 19:00 every Tuesday)

February 4, 18, 25

On Tuesdays, the Shimin Ka in City Hall is open until 19:00 for issuing personal documents such as family registers, residence certificates, tax certificates and for registering personal seals.

*Please note that we cannot handle procedures related to the My Number Card or resident transfers (moving in, moving out, etc.).

Various personal documents can be obtained at convenience stores and online using your My Number Card.

(For details, please scan the QR code below)



▲ Issuance at
Convenience Stores



▲ Online Issuance

Inquiries Shimin Ka ☎ 69-2138 ☎ 65-6338

Editing & Publishing

Koka City Hall

6053, Minakuchi, Minakuchi cho, Koka city, 528-8502

☎ 0748-65-0650 ☎ 0748-63-4086

Business Hours: 8:30-17:15 (Except extended business hours on Tuesdays)



Information on Koka City is also available on
the city's website and Facebook!

Koka City Website

<https://www.city.koka.lg.jp/>

Koka City Facebook

<https://www.facebook.com/city.koka>

Koka City
Website



Koka City
Facebook

