



Starting May 15th: Changes to City Hall Hours -Adapting to Your Everyday Needs-



5月15日から市役所の開庁時間を変更します

Our city has been working to make it possible for procedures to be completed without visiting city hall, including online certificate applications and convenience store issuance. As a result, many procedures are now accessible anytime, anywhere.

Therefore, we will revise our office hours as follows starting May 15th with the goal of providing higher-quality counter service.

Counter Services

Before the
Change

8:30 – 17:15



Telephone Inquiries

After the
Change

9:00 – 16:45

Applicable
Facilities

- Koka City Hall
- Chiiki Hokatsu Shien Centers
(Regional Comprehensive Support Centers)

- Chiiki Shimin Centers
- Kosodate Shien Centers
(Child-Rearing Support Centers)

- Hoken Centers
(Public Health Centers)

Please note that there will be no changes to
-the operating hours of facilities not listed above, including hospitals, libraries, nursery schools, community centers, and sports facilities.
-the hours of the temporary childcare services provided by Kosodate Shien Centers.

Various certificates can be requested online (with delivery by mail) or issued at convenience store copy machines, even outside city hall's opening hours.

For emergencies outside opening hours, please call the main city hall number
(0748-65-0650).



Scan the QR code
for more information

No Need to Visit City Hall! More Procedures Can Be Completed Remotely

Using your **My Number Card** allows you to easily obtain certificates and complete administrative procedures anytime and anywhere.



Skip the wait!

Online Application

There is no need to visit a counter—you can apply for certificates and pay the fees online using your smartphone or computer. The certificates will be delivered to your home by mail.

Main Procedures Available Online

- Requests for Certificates of Residence, Family Register Certificates, and Tax Certificates
- Submission of a Notice of Moving Out
- Child Allowance procedures



Scan the QR code
for more information

Save 100 yen compared to the counter!

Certificate Issuance at Convenience Stores

Various certificates can be issued at multi-function copiers in convenience stores nationwide.

Service Hours 6:30 – 23:00*

*Except for year-end
and New Year holidays
and maintenance days



Scan the QR code
for more information

The city plans to continue offering more procedures that can be completed without visiting city hall. Please take advantage of these services.

Inquiries

Jinji Ka

0748-69-2134

0748-63-4086

One-time Payment of ¥20,000 per Child! Child-Rearing Support Allowance for Rising Costs

お子さん1人につき2万円(1回限り)を支給します!
物価高対応子育て応援手当

Inquiries

Chiiki Kyoseishakai
Suishin Ka
☎ 0748-69-2280
Fax 0748-63-4085

City website



Eligible Children Children aged 0 to 18 (born between April 2, 2007 and March 31, 2026)

Eligible Recipients

- ① Recipients of the Child Allowance for September 2025 (Or October 2025 for children born in September)
- ② Guardians of children born between October 1, 2025 and March 31, 2026
- ③ Spouses* of recipients in category ① who became new recipients of child allowance due to divorce (including those undergoing divorce mediation or similar proceedings) between October 1, 2025 and March 31, 2026 (*Certain conditions apply)

How to Apply

In principle, no application is required

(An information notice, including the payment date, was sent to eligible recipients in late January.)



Those Who Need to Apply

- **Public employees**
⇒ Please submit the application form distributed by your employing authority online, by mail, or at the service counter.
- **Those raising a child born between February 1 and March 31, 2026, or those who became eligible for the child allowance due to divorce (including divorce mediation) between February 1 and March 31, 2026**
⇒ You will be informed at the service counter when you submit the birth notification or complete the child allowance procedures.

Don't Forget to Apply for the School Admission Allowance for Single-Parent Families

ひとり親家庭等入学支度金の手続きを忘れずに

Inquiries

Kosodate Seisaku Ka
☎ 0748-69-2176
Fax 0748-69-2298

City website



Eligible Recipients

Applicants and their child must have been continuously registered and residing in Koka City for at least one year as of February 1, 2026, and must be either a single-parent household raising a child who will enter elementary or junior high school in April 2026, or a person raising such a child in place of the parents.

-There is no income limit.

-No individual notifications will be sent to eligible recipients.

Application Deadline

February 28 (Saturday)*

*Applications must be received by this date.

How to Apply

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

Amount of Allowance (per child)

Elementary school enrollment: ¥5,000

Junior high school enrollment: ¥10,000

Payment Date

Scheduled for March 30 (Mon)

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

Distribution of the Garbage Calendar for Fiscal Year 2026

令和8年度ごみカレンダーを配布します



Inquiries

City website

Seikatsu Kankyo Ka

0748-69-2145

Fax 0748-63-4582



The garbage calendar will be distributed through neighborhood associations (ku/jichikai) from mid-February.

It will also be available at the Seikatsu Kankyo Ka at Koka City Hall, at each Chiiki Shimin Center, and will be posted on the Koka City website and the Gomi Bunbetsu Apuri (Garbage Disposal Guide App).

Income Tax and Resident Tax Filing Deadline: March 16

所得税と住民税の確定申告は3月16日まで

Inquiries Zeimu Ka

0748-69-2128

0748-63-4574

Minakuchi Zeimusho Tax Office 0748-62-0314

(Please follow the instructions given by the voice guidance)

Avoid the crowds by filing online at home using **e-Tax!**

You can prepare and submit your tax return through the National Tax Agency website.

National Tax Agency website



Filing Period

February 16 (Mon) – March 16 (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

Information on Each Filing Venue

Venues Operated by the City

Venues listed below are available only for registered residents of Koka City as of January 1, 2026.

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
February 16 (Mon)	Filing Consultation Date		Sayama Gakku		
February 17 (Tue)	Filing Consultation Date	Please note: Consultations are not available on these dates	Aburahi Gakku		
February 18 (Wed)	Please note: Consultations are not available on these dates		Ohara(大原) Gakku		
February 19 (Thu)	Filing Consultation Date			Please note: Consultations are not available on these dates	
February 20 (Fri)	Filing Consultation Date	Aiga Gakku, Yamauchi Gakku			
February 24 (Tue)	Filing Consultation Date	Ono(大野) Gakku			
February 25 (Wed)	Please note: Consultations are not available on these dates	Tsuchiyama Gakku			Please note: Consultations are not available on these dates
February 26 (Thu)	Filing Consultation Date				
February 27 (Fri)	Filing Consultation Date			Kibogaoka Gakku	
March 2 (Mon)	Filing Consultation Date			Daiichi Gakku	
March 3 (Tue)	Filing Consultation Date			Daiichi Gakku	
March 4 (Wed)	Please note: Consultations are not available on these dates		Please note: Consultations are not available on these dates	Daini Gakku	
March 5 (Thu)	Filing Consultation Date			Daisan Gakku	
March 6 (Fri)	Filing Consultation Date	Please note: Consultations are not available on these dates		Chubu Gakku	
March 9 (Mon)	Filing Consultation Date				Tarao Gakku, Asamiya Gakku
March 10 (Tue)	Filing Consultation Date				
March 11 (Wed)	Please note: Consultations are not available on these dates			Please note: Consultations are not available on these dates	Kohara Gakku
March 12 (Thu)	Filing Consultation Date				Kumoi Gakku
March 13 (Fri)	Filing Consultation Date				Shigaraki Gakku
March 16 (Mon)	Please note: Consultations are not available on these dates				Shigaraki Gakku

● For the following cases, please file returns at the Zeimusho Tax office's designated filing venue.

- 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 2024, death declaration (declaration for a deceased person)
- Filing a return with a total income of ¥10 million or more from business (agriculture, sales, etc.)
- Filing a return with retirement income
- Other complex filings

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

venues operated by the tax office (zeimusho)

As a general rule, tax returns will be filed using a smartphone.

Please bring the following items:

- ① Your My Number Card
- ② A smartphone that can read My Number Cards

Please note that smartphone filing requires two different passwords for your My Number Card.

Note: If you have already prepared your tax return or related documents, please submit them by mail or at the service counter of the tax office.

(Address: Kojinkazeibumon, Minakuchi Zeimusho, 5587-3 Minakuchi, Minakuchi-cho, Koka City, Shiga 528-8555)

Filing 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 get 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



What to Bring for Tax Filing

① Identification documents

- Either: My Number Card
- Or: Notification card (or another document that shows your My Number) + a photo ID 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.
- Completed income and expense statements for those with business, agricultural, or real estate income.
- Documents that show any other types of income.

③ Documents for deduction

- Certificate for Social Insurance Premiums (National Pension Premiums, Optional Health Insurance Premiums)
- Deduction certificate for life insurance or earthquake insurance premiums
- Completed medical expense deduction statement
*Please list medical expenses by person and by hospital, and write the total amount.
*A 'Medical Expense Notice (医療費のお知らせ)' is also acceptable.
- Statement for the Self-Medication Tax Deduction (セルフメディケーション税制).
Include the name of medication, place of purchase, and amount paid. (Those who use this deduction cannot use the regular medical expense deduction.)
- Any other documents needed for deductions you plan to claim

Proof of payment is not required for:

- National Health Insurance Tax
- Long-Term Care Insurance Premium
- Medical Health Insurance Premium for the Elderly

④ Bank information(for refunds or direct debit)

- Documents that show your bank account number, name of the financial institution, and branch name (needed if you expect a refund).
- If you want to use direct debit for tax payment, please also bring the seal registered with your bank.

⑤ Documents for dependent deductions

- Documents that show the income of your dependents, used to determine eligibility for dependent deductions.

⑥ Copy of last year's tax return (if you have one)

Those Certified as Requiring Long-Term Care

Disability deduction available with city approval

If you do not have a Physical Disability Certificate as of December 31, 2025, you may still qualify for the disability deduction. If you are 65 years or older and your condition (such as dementia or being bedridden) meets certain standards, you can apply to receive a Certificate of Eligibility for Disability Deduction (障害者控除対象者認定書) from the city. This certificate allows you to claim the disability deduction.

Confirmation Form to Replace the Diaper Use Certificate

To claim the medical expense deduction for diaper expenses, a Diaper Use Certificate (おむつ使用証明書) from a doctor is required. However, if you meet certain criteria, you may apply to the city to receive a 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). This form can be used instead of the doctor's certificate when claiming the deduction.

Note: Please submit each application at the counter of the Choju Fukushi Ka in city hall or to any Chiiki Shimin Center.

Inquiries

Choju Fukushi Ka

☎ 0748-69-2165 Fax 0748-63-4085

Those Paying National Pension Premiums

Certificate for National Pension Insurance Premium Deduction

If you paid National Pension Insurance premiums during 2025, the Japan Pension Service will send you a Deduction Certificate for National Pension Insurance Premiums (国民年金保険料控除証明書). Please attach this certificate or receipt when submitting your tax return. For inquiries about the certificate or to request a reissue, please contact the Japan Pension Service.

Note: Certificate re-issue is not available at city hall

Inquiries

Japan Pension Service Subscribers Hotline

☎ 0570-003-004

Fax 03-6630-2525 (for Internet protocol phones)

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 ☎ 0748-69-2158 Fax 0748-63-4085	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 ☎ 0748-69-2147 / Consumer Hotline 188 (no area code)	Monday to Friday (except national holidays)	9:00-17:00	Shohi Sekatsu 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 Fax 077-562-9638	March 12 (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 ☎ 0748-69-2176 Fax 0748-69-2298	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 ☎ 0748-69-2184 Fax 0748-69-2298			
Child Development and Learning Consultations* For development and mental health issues. *Reservations by phone or fax are required. Age Children around 4 years old and older* *For children under 4 years old, please contact your local health center. Contact Appointments Hattatsu Shien Ka ☎ 0748-69-2178 Fax 0748-69-2298 (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 ☎ 0748-69-2179 (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) ☎ 0748-62-6010 Fax 0748-63-3977 k-syonen@city.koka.lg.jp	

**Minakuchi Sinryosho
Consultation Days on Sundays
and Public Holidays in February**

みなくち診療所 2月の日曜・祝日の診療日

**February 1, 8, 11, 15,
22, 23**



Clinic Hours Reception 8:45 - 15:30

● Morning Consultation 9:00 - 12:30

● Afternoon Consultation 13:30 - 16:00

Note: Hours differ from weekday consultation hours.

Medical Department Internal Medicine

Inquiries Sukoyaka Shien Ka

☎ 0748-69-2171 Fax 0748-63-4085

Monthly Tax Payments

今月の納税

***The due date for tax payments
this month is: March 2 (Mon)***

- 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.**



Koka City Hall

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

☎ 0748-65-0650 Fax 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

