# Inhabitant Tax Return Preparation Assistance System

### (1) Summary

Use the 「市県民税申告書作成支援システム」(Inhabitant Tax Return Preparation Assistance System)to help prepare your Inhabitant Tax Return or National Health Insurance Tax Return using your computer, smartphone, etc.

### (2) Cost

Free

#### (3) Precautions

- OThis system cannot be used to create the following forms.
  - (1) Income Tax Final Tax Return
  - (2) Inhabitant Tax Return for earnings from 2021 and before
  - (3) Tax returns not related to employment income, pension, business income, or miscellaneous income

Tax returns that include capital gains on land, buildings, stocks, etc.

OForms prepared using this system are not automatically sent to the City Hall. Please either mail or bring the forms to the City Hall.

# Page Explanations

There are 5 pages in total.

Page Names	What Information to Enter				
1本人情報	【Required】Enter in your personal information.				
(Personal Information)	[Required] Enter in your personal information.				
2 給与所得・公的年金等	[Only enter in the applicable items]				
(Employment Income,	Enter in information related to employment income or public				
Public Pension, etc.)	pension, etc.				
3事業所得・その他	[Only enter in the applicable items]				
(Business Income &	Enter in information related to business income, interest				
Other)	earnings, dividend earnings, etc.				
4所得控除・税額控除 (Income Deductions & Tax Credits)	[Only enter in the applicable items]				
	Enter in information related to deductions for medical				
	expenses, social insurance premiums, or life insurance				
	premiums, income deductions, and tax credits.				
5 扶養控除・専従者					
(Deductions for	[Only enter in the applicable items]				

Dependents & Family	Enter in information for deductions related to spouses,
Employees)	dependents, and family employees.

## Input Procedure

(1) Please make sure to enter in [1本人情報](Personal Information).

#### How to enter

- (2) For pages  $[2\sim5]$  only enter in the applicable items.
  - Click on the links below to see how to enter in items for each section.
  - [2給与所得・公的年金等] (Employment Income, Public Pension, etc.)・・・<u>How to Enter</u>
  - [3事業所得・その他] (Business Income & Other)・・・ How to Enter
  - [4所得控除・税額控除] (Income Deductions & Tax Credits)・・・<u>How to Enter</u>
  - [5 扶養控除・専従者] (Deductions for Dependents & Family Employees)・・・<u>How to Enter</u>
- (3) After you have completed entering in the applicable data for all pages, click the 「入力内容の確認を行う」(Check Data) button.

# 入力内容の確認を行う 🥕

(4) Use this page to check that the data you entered is correct.

### [Data Confirmation Page]



○If there are no mistakes, click the 「申告書作成」(Create Tax Return) button.

# 申告書作成 🗅

OIf there are any mistakes, click the  $\lceil + + \vee + \nu \rfloor$  (Cancel) button to go back and make corrections.

キャンセル ⊗

(If corrections need to be made)

• Starting from the tab on the upper left, click on the page you would like to make corrections for.



・After you have finished making corrections, repeat from step 3 by clicking on the 「入力内 容の確認を行う」(Check Data) button.



(5) After clicking on the 「申告書作成」(Create Tax Return) button, the tax return form will be displayed. Please print the form.

Please save it to your own device.

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(6) Please print the tax return and either bring or mail it to the City Hall along with any other required documents.

[Address]

〒880-8505

宮崎市橘通西 1 丁目 1 番 1 号(1-1-1 Tachibanadori-nishi, Miyazaki-shi)

宮崎市役所 税務部市民税課 (Miyazaki City Hall Department of Taxation, Income Tax Division)

#### OContact Us

If you have any questions regarding the system, tax returns, etc., please contact the Income Tax Division.

## E-Mail: 05sizei@city.miyazaki.miyazaki.jp

XIt may take some time to reply. Please consult as early as possible.