

How to use the 「市民税・県民税申告書作成コーナー」

(Inhabitant Tax Filing Preparation System)

(1) Summary

Use the 「市民税・県民税申告書作成コーナー」 (Inhabitant Tax Filing Preparation System) to help prepare your Inhabitant Tax Return or National Health Insurance Tax Return using your computer, smartphone, etc.

(2) Cost

Free

(3) Precautions

○The 「市民税・県民税申告書作成コーナー」 (Inhabitant Tax Filing Preparation System) cannot be used to create the following forms.

(1) Income Tax Final Tax Return

(2) Inhabitant Tax Return for earnings from 2020 and before

(3) Tax returns not related to employment income, pension, business income, or miscellaneous income

This system cannot be used for tax returns for general taxation on capital gains and separate taxation on capital gains (income from capital gains on land, buildings, stocks, etc.).

○Forms prepared using 「市民税・県民税申告書作成コーナー」 (Inhabitant Tax Filing Preparation System) are not automatically sent to the City Hall.

○When you finish using the 「市民税・県民税申告書作成コーナー」 (Inhabitant Tax Filing Preparation System) the data is not saved and will be erased.

Page Explanations

There are 5 pages in total.

Page Names	What Information to Enter
1 本人情報 (Personal Information)	【Required】 Enter in your personal information.
2 給与所得・公的年金等 (Employment Income, Public Pension, etc.)	[Only enter in the applicable items] Enter in information related to employment income or public pension, etc.
3 事業所得・その他 (Business Income & Other)	[Only enter in the applicable items] Enter in information related to business income, interest 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 Dependents & Family Employees)	[Only enter in the applicable items] Enter in information for deductions related to spouses, 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 [2~5] 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.) . . . [How to Enter](#)

[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) . . . [How to Enter](#)

[5 扶養控除・専従者] (Deductions for Dependents & Family Employees) . . . [How to Enter](#)

(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]

入力内容の確認 提出方法

本人情報

カタカナ姓	ミヤザキ
カタカナ名	タロウ
生年月日	昭和45年1月1日(1970-01-01)
令和4年1月1日の住所	富橋市権達西1丁目1番1号
現住所	同上
電話番号	0985-25-2111
職業	入力がありません
世帯主の氏名	入力がありません
世帯主との関係	入力がありません

給与所得・公的年金等

入力がありません。

事業所得・その他

営業所得 収入

入力がありません

営業所得 所得

入力がありません

所得控除・税額控除

入力がありません。

申告書作成 キャンセル

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

申告書作成 ◁

○If there are any mistakes, click the 「キャンセル」 (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.

入力内容の確認を行う ✎

(5) After clicking the 「申告書作成」 (Create Tax Return) button, a PDF of the tax return form will be displayed. Depending on how you will submit the form, please either print it or save it as a PDF.
※When you finish using the 「市民税・県民税申告書作成コーナー」 (Inhabitant Tax Filing Preparation System) the data is not saved and will be erased.

(6) Please send the completed tax return along with the required additional documents and submit using either of the following methods.

①Submit online using the 「宮崎市スマート申請システム」 (Miyazaki City Smart Application System)

Using the 「宮崎市スマート申請システム」 (Miyazaki City Smart Application System), the PDF tax form created using the 「市民税・県民税申告書作成コーナー」 (Inhabitant Tax Filing Preparation System) can be submitted online.

※Please submit the required additional documents as data along with the tax return form.

②By mail or in-person

Please either bring to the City Hall or submit by mail the tax return form filled out by hand or created using the 「市民税・県民税申告書作成コーナー」 (Inhabitant Tax Filing Preparation System) along with the required additional documents.

【What are the required additional documents?】

- A copy of a personal identification document

(A personal identification form with a picture of your face issued by a government administration office such as a My Number Card, driver's license, or residence card)

- Copy of documents that show your income, income deductions, etc. (When you are reporting such items)

- Statement of Earnings and Expenditures (When you are reporting business income, real estate income, etc.)

※The 「市民税・県民税申告書作成コーナー」 (Inhabitant Tax Filing Preparation System) can not be used to create a Statement of Earnings and Expenditures. Use the Statement of Earnings and Expenditures form posted on the Miyazaki City Homepage to create one and submit it. (Search 「収支内訳書」 (Statement of Earnings and Expenditures) on the homepage)

[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 市民税課 (Miyazaki City Hall Income Tax Division)

○Contact 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

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