

Taxation (Tax Exemption) and Residence Certificates Obtained at Municipal Government Offices

Documents obtained at municipal government offices are indicated in the table below.

Check the documents according to "Relationship of recognized person from the perspective of the insured person" and obtain the document at your municipal government office.

Document	Relationship of recognized person from the perspective of the insured person			Notes and instructions
	Spouse	Child	Other (Other than spouse or child)	
Taxation (Tax Exemption) Certificate	Must submit	Must submit for any non-students	Must submit for any non-students	<ul style="list-style-type: none"> Must show amount of income If you have no income, show '¥0' for Pre-tax income and do not leave the income box blank. (Some municipalities may display information differently on the documents. If they are unable to show '¥0' for Pre-tax income, write on the margins that it was the result of your application at the service counter.) *1 If the spouse is also an income earner and not a dependent, you also have the option to submit the spouse's most recent Certificate of income and withholding tax instead of a Taxation (Tax Exemption) Certificate. *2 For students, please submit a Certificate enrollment or a student ID. (not required if enrolled in compulsory education)
Name of this document differs by municipality	✓ *1	? *2	? *2	
Residence Certificate for all members of household	Must submit ✓	Must submit ✓	Must submit ✓	<ul style="list-style-type: none"> Residence Certificate for all household members, not for just one person Must not leave the entries for 'relationship' and 'head of household' blank Must not show social security numbers ("My Number") One copy per household is acceptable

When obtaining these documents, the procedure will go smoothly if you present the following issuance request at the service counter of your municipal government office.

- Present "Issuance Request 1" when obtaining a Taxation (Tax Exemption) certificate.
- Present "Issuance Request 2" when obtaining a Residence Certificate.

Please follow the instructions of the person at the issuing service counter after presenting the request.

Issuance Request 1: Taxation (Tax Exemption) Certificate
発行願① 「(非)課税証明書」

Health Insurance Association for
Amazon Japan Employees
アマゾンジャパン健康保険組合
(Official seal not required)
(公印省略)

Municipal government office
市区町村役場
Person in charge at Taxation (Tax Exemption) Certificate issuing service counter
「(非)課税証明書」の交付窓口担当者様

Requesting application for issuance of a Taxation (Tax Exemption) Certificate
「(非)課税証明書」の交付申請のお願い

健康保険組合の被扶養者認定の申請にあたり、収入証明を使用目的として直近1年分の「(非)課税証明書」の交付を申請します。「(非)課税証明書」には、必ず収入金額の記載をお願いします。

また、証明の対象者が『無収入』である場合には、『収入金額欄に記載省略欄のない「¥0」表記のある』証明書の交付をお願いします。

Issuance Request 2: Residence Certificate for all household members
発行願② 世帯全員の「住民票」

Health Insurance Association for
Amazon Japan Employees
アマゾンジャパン健康保険組合
(Official seal not required)
(公印省略)

Municipal government office
市区町村役場
Person in charge at Residence Certificate issuing service counter
「住民票」の交付窓口担当者様

Requesting application for issuance of a Residence Certificate
「住民票」の交付申請のお願い

健康保険組合の被扶養者認定の申請にあたり、同居・別居の証明を使用目的として世帯全員の「住民票」の交付を申請します。

「住民票」は、続柄や筆頭者を省略することなく、必ず世帯全員を表記した個人番号（マイナンバー）の記載のないもので交付をお願いします。