

2. Daily Life

2-1 Administrative Procedures

(1) Moving in/out, Leaving Japan

○ Procedures regarding Basic Resident Registration

If you have a Residence Card, etc. (Residence Card/Special Permanent Resident Certificate/Foreign Registration Card/Passport containing a statement that the Residence Card will be issued later), notify City Hall of your place of residence.

Condition		Required Items	Period
When entering Japan (Resident registration)		(Single-member household) ・ Residence Card, etc. (Household with two or more family members that includes foreign nationals) ① Residence Card ② Original document to certify the relationship to the householder if you want to certify the relationship. (document such as marriage/birth certificate issued by a public institution including national government of their home country, regarding each person to be registered in the same household) ③ Japanese translation of ② (with the date of translation and the name of translator)	Within 14 days of taking up a new residence
When changing addresses	Moving in (another municipality → Toyonaka)	① Residence Card, etc., of all the household members who have moved ② Moving Out Certificate issued by another municipality	Within 14 days after moving
	Change of address (within Toyonaka City)	・ Residence Card, etc., of all the household members who have moved	
	Moving out (Toyonaka → another municipality)	・ An Official ID including Residence Card, etc.	From about 14 days before moving to 14 days after moving (When you move into another city, you must submit the Moving Out Certificate issued by Toyonaka City.)
	Moving out (Toyonaka → foreign country)		From about 14 days before moving to the moving day

○ Individual Number Card (My Number Card)

Using your My Number Card, you may obtain official certificates such as a copy of resident record through photocopy machines at convenience stores. (You need to have an electronic certificate of user proof issued.) Individual number cards can be used as an official ID.

TEL: 06-6858-2201 (Civic Records Div. [Shimin ka])

06-6334-3531 (Shonai Branch Office)

06-6872-0573 (Shinsenri Branch Office)

○ Status of Residence

〔Special Permanent Residents〕

procedure	Age	Valid Period	Application Period	Required Items
Renewal	16 years or older	Until the 7th birthday from the last expiration date	From 2 months before to the actual date of expiration	<ul style="list-style-type: none"> • Passport • Special Permanent Resident Certificate • 1 photo (3cm×4cm) (Taken within the last 6 months)
	Under 16 years	Until the day before the 16 th birthday (until the 16 th birthday for the Special Permanent Resident Certificate issued before Nov. 1, 2023.)	From 6 months before to the actual date of expiration	
Reissue			Within 14 days after you notice the loss	<ul style="list-style-type: none"> • Passport • 1 photo (3cm×4cm) • Ishitubutsu todokede shomeisho (report of loss certificate) issued by police ※Photo is not required for those under 16.

TEL: 06-6858-2201 (Civic Records Div. [Shimin ka])

06-6334-3531 (Shonai Branch Office)

06-6872-0573 (Shinsenri Branch Office)

〔Persons other than Special Permanent Residents〕

The procedure is not processed at the City Hall. Renew your residence card at the Immigration Bureau.

TEL : 0570-013904

Address : Alien Residency Comprehensive Information Center

Osaka Regional Immigration Bureau (1-29-53, Nanko-kita, Suminoe-ku, Osaka)

URL: <https://www.moj.go.jp/isa/consultation/center/japanese.html>



○ When you leave Japan temporarily

If you have a special re-entry permit / a re-entry permit, you are not required to get a visa again to re-enter Japan.

TEL : 0570-013904

Address : Alien Residency Comprehensive Information Center

Osaka Regional Immigration Bureau (1-29-53, Nanko-kita, Suminoe-ku, Osaka)

○ Registering a Seal / Seal Registration Certificate

When you purchase or sell properties, or sign contracts for a loan, the seal registered at the City Hall is often used. A person 15 years old or over with resident registration can register a seal.

TEL : 06-6858-2201 (Civic Records Div. [Shimin ka])

○ National Health Insurance

〔Eligibility〕

If you meet all the following conditions 1) – 3), you have to enroll in the National Health Insurance

- ① You are registered in the Basic Resident Register and expect to stay in Japan for at least 3 months.
 ※Even if you have a visa of less than 3 months, if you expect to stay in Japan more than 3 months, considering the purpose of the entry and the condition after the entry, you are still eligible.
- ② You are not enrolled in any other public medical insurance plan.
- ③ You are not receiving public assistance.

〔Determination and Payment of the Insurance Premiums〕

- The premiums are determined by the number of all insured persons of the household and the family's total income of the previous year. Payment slips will be given on your enrollment application. Please make the payment before the due date at a bank, a post office or a convenience store. Payment by automatic deduction is recommended to avoid being overdue.
- You can apply for National Health Insurance any time, but you will be charged from the date you became eligible (at the most for two years). In case your income decreases greatly from the previous year because of disaster, disease, unemployment, etc., it may be possible to reduce or postpone the payment.
- From January 2024, a system was started to exempt mothers of newborn babies from a part of their insurance premiums. Please contact us for more information.

〔Procedures for Enrollment and Loss of Qualification〕

If one of the circumstances below occurs, please do the procedure within 14 days.

Circumstance		Required Items
Moving	Another city⇒Toyonaka City	Proof of income of the previous year (*1)
	Foreign country⇒Toyonaka City	Passport
	Within Toyonaka City	None
	Toyonaka City⇒Another city, foreign country	None
Change of name or head of household		None
Losing the Health Insurance Card, Certificate of Eligibility or Notice of Eligibility Information.		Official ID with your photo (Resident Card, etc.)
Withdrawal from the health insurance offered by your employer		Confirmation of your withdrawal, Proof of your income of the previous year (*1)
Joining the health insurance offered by your employer		Document that shows your enrollment status in the health insurance offered by your employer
Stopped receiving public assistance		Proof of Discontinuance of Public Assistance Proof of income of the previous year (*1)
Started receiving public assistance		Proof of Starting Public Assistance
Birth of a child (See p.40)		Maternal and Child Health Handbook
In case of death (See p.25)		Death Certificate

※Proof of income of the previous year: A document that shows the amount of your income January through December of the previous year. e.g. Tax Certificate, Withholding slip (Gensen-choshuhyo), etc.

[Inquiries about National Health Insurance]

Inquiries : 06-6858-2301 (Insurance Consultation Division [Hoken Sodan Ka])

※The procedures are also acceptable at Shonai and Shin-senri Branches.

○ Pension Systems

[All employees of companies and factories]

Enroll in the Employees' Pension Plan [Kosei Nenkin] etc. at your workplace. Please contact the person in charge at your workplace.

[Self-employed workers and students]

Enroll in the National Pension Plan [Kokumin Nenkin] at the City Hall.

[National Pension Plan]

All residents in Japan aged 20 to 60 who are not covered by the pension plan at their workplace [Kosei Nenkin, etc.] must enroll in the National Pension Plan. If you are age 20 or older or have just turned 20 years old, please make an application at the National Pension Plan Section. (If it is difficult to pay, there is a system to exempt from contribution payment.)

Inquiries: 06-6858-2264 (National Pension Plan Section, Insurance Consultation Division, [Hoken Sodan Ka, Kokumin Nenkin Kakari])

[Lump-Sum Withdrawal Payment]

Foreign nationals, who have paid the premiums for more than 6 months and are not qualified to be a recipient of the Old Age Basic Pension, can claim the Lump-Sum Withdrawal Payment. It must be claimed within 2 years of leaving Japan. Get the request form at the Pension Office before you leave Japan. (If you receive this payment, the period will not be included in the enrollment period.)

Inquiries : 06-6848-6831 (Toyonaka Pension Office [Toyonaka Nenkin Jimusho])

(2) Tax

○ Income Tax

[Taxable Income Range for Each Type of Taxpayer Designated by Income Tax Act]

Taxpayer			Range of Taxable Income
Individual	Residents	Permanent Residents	All income is taxable whether earned in Japan or abroad. (In the most usual cases)
		Other than Permanent Residents	Income from sources in Japan/ Income from sources abroad paid in or sent to Japan
	Non-residents		Only income from sources in Japan is taxable.

[Final Tax Returns [Kakutei Shinkoku]]

Even a salaried employee who need not file a final tax return may be able to receive the refund of tax by applying for a tax refund (kanpu-shinkoku) if he/she has overpaid tax, in the cases listed below.

- When receiving a medical expense deduction because of high medical care expenses stemming from illness/injury
- When receiving a special tax deduction for acquisition of a dwelling (for specific building expansion/remodeling) because of building/purchasing/renovating your house by loan, etc.

[Inquiries]

TEL : 072-751-2441

Place: Toyono Tax Office (2-1-8, Jonan, Ikeda City)

※According to the tax convention between Japan and other countries, you may be subject to special regulations concerning the payment of tax. For more details, contact your home country's consulate or see the website of the National Tax Administration Agency.

○ **Municipal / Prefecture Taxes**

[Declaration of Tax]

Those who received income in the previous year and their addresses were in Toyonaka City as of January 1st of the taxation year.

Please report your income by March 15th every year.

However, there is no need to report for those below.

- Those who had no income in the previous year
- Those who filed a Final Tax Return at the tax office (See p. 12)
- Those who have only a salary income and whose employers have already reported the salary payment report (gensen choshuhyo) to the City Hall
- Those who have only a pension as income and their payer such as Japan Pension Service (Nihon Nenkin Kiko) has already reported their income to the city

[How to pay]

- For those working for a company, the tax will be deducted by their employers.
- If you are self-employed or engaged in agriculture, or are a foreign student, please use the payment slips sent from the City Hall for four-time installments. The payment slips will be issued according to the declaration of tax you submitted.
- You can pay at the major banks designated by the City, convenience stores, as well as at post offices. You can also transfer funds, pay by credit card using the Internet, and make payments on smartphones such as PayPay.

[Tax Certificate / Tax Payment Certificate]

You can get a tax certificate for the last fiscal year (kazei shomei) of municipal /prefecture tax not only at Civic Records Div. of the City Hall but also at Shonai/Shinsenri Branch and convenience stores. The Basic Residents Registration Card or the Individual Number Card is required when you apply at a convenience store.

At the Civic Records Div., City Hall, Shonai/ Shinsenri Branch Offices: 300 yen per copy

Tax Certificate at a convenience store : 200 yen per copy

Inquiries : Tax Certificate 06-6858-2211(Civic Records Div.)

Tax Payment Certificate 06-6858-2447(Municipal Tax Div.)

※The latest “Certificate of municipal and prefecture tax” will be issued at the City Hall where the person resided on Jan 1st. You may request it by mail. Please contact the City Hall of your previous address

○ **Property Tax**

[Declaration of Tax]

Those who own lands, houses and/or depreciation property as of January 1st of the taxation year.

You need to report if you have business property, excepting land/houses, such as machines, instruments, and equipment, etc., for business use. Please file the report at the Property Tax Div. by January 31st every year.

[How to pay]

Please pay the taxes with the payment slips the City sends to you by postal mail.

※You can pay the major banks designated by the City, convenience stores, as well as at post offices. You can also transfer funds, pay by credit card using the Internet, and make payments on smartphones such as PayPay.

[When moving abroad]

Please appoint a "tax agent" who will receive your property tax notice and handle the tax payment procedures in Japan on your behalf, and submit a notification to the Property Tax Division.

Notification Form: Tax Agent Declaration/Application Form (Property Tax and City Planning Tax)

[Inquiries] About land and houses: 06-6858-2150 (Property Tax Div.)

About declaration of depreciable assets: 06-6858-2144 (Property Tax Div.)

Issue of property tax certificate: 06-6858-2447 (Municipal Tax Div.)

○ Light Vehicle Tax

Those who own a minibike or a light vehicle as of April 1st of the taxation year.

[Registering /Cancelling Registration of Motorcycles (under 125 cc)]

Procedure		What is required
Registering	<ul style="list-style-type: none">▪ When purchasing▪ When getting from somebody	<ul style="list-style-type: none">▪ Certificate of selling/ discarding for re-registration▪ Seal▪ ID
Cancelling	<ul style="list-style-type: none">▪ When selling / giving away▪ When moving outside city▪ When bringing to scrapping	<ul style="list-style-type: none">▪ Number plate of the minibike to be scrapped▪ Hyoshiki kofu shomeisho (Number plate issue certificate)/ Shinkoku zumisho (register certificate) of the bike with motor▪ Seal▪ ID

Inquiries : 06-6858-2153 (Municipal Tax Div. [Shimin Zei Ka])

[Other Inquiries]

- Registration and discarding of automobiles, motorcycles over 125 cc, etc.

TEL: 050-5540-2058 (Kinki Unyukyoku Osaka Unyu Branch)

- Registration and discarding of a light vehicle with an engine 660 cc and under

TEL: 050-3816-1841 (Light Vehicle Inspection Association Takatsuki Branch)

- Inquiries regarding Vehicle Tax (except motorbike, light motor vehicle)

TEL: 072-752-4111 (Osaka Prefecture Toyono Tax Office [Toyono Fuzei Jimusho])

○ Consultation about tax payment (Municipal/Prefectural Tax, Property Tax, Light Vehicle Tax)

If you face difficulty paying taxes due to a natural disaster, discontinuation of business, unemployment or illness, you may be able to pay them in installments or postpone the payment. Please inquire at the division below.

TEL: 06-6858-2161 (General Collection Management Div.)

○ Check Sheet When You Move Out

[Around one month before]

Item	Contact	Procedure	
Schools	School teachers or nursery teachers	• Contact them and make sure about the procedure (See p. 49)	<input type="checkbox"/>
Transportation for moving	Moving company	• Ask them to give an estimate for the moving • Meet the moving company you will use	<input type="checkbox"/>
Waste due to moving (Special Waste)	See p. 20	• Contact them as soon as possible and confirm the collection date, place and fee • Be present upon collection and pay the service charge in cash.	<input type="checkbox"/>

[Around 1 week before]

Item	Contact	Procedure	
Post Office	Toyonaka Post Office Tel. 06-6856-2740 Toyonaka Minami Post Office Tel. 06-6862-3300 or nearby post office	Notification of the forwarding address	<input type="checkbox"/>
Bank	Each Bank	Notification of changing address	<input type="checkbox"/>
Mobile phone	Each Company	Notification of changing address	<input type="checkbox"/>
Credit card	Each Card Company	Notification of changing address	<input type="checkbox"/>
Gas	See p. 19	Contact and tell the last day of the old address and starting day of the new address.	<input type="checkbox"/>
Electricity		Contact and tell the last day of the old address and starting day of the new address	<input type="checkbox"/>
Water		Contact them and tell the last day of the old address and the starting day of the new address.	<input type="checkbox"/>
Internet	Each Company	Contact and make sure about the procedure	<input type="checkbox"/>
Newspaper	Retail Store or Delivery person	Contact them and finish the payment	<input type="checkbox"/>

[By the day of moving]

Item	Contact	Procedure	
City Hall	Civic Records Div. Tel. 06-6858-2206	• Moving out procedure (See p.8)	<input type="checkbox"/>
	Insurance Consultation Div. [Hoken Sodan Ka] Tel. 06-6858-2301	• Settle the bills ※National Health Insurance members only	<input type="checkbox"/>
	Insurance Consultation Div., National Pension Plan Section [Hoken Sodan Ka, Kokumin Nenkin Kakari] Tel. 06-6858-2264	• Withdrawal from National Pension Plan for foreigners leaving Japan ※National Pension plan members only	<input type="checkbox"/>
	Property Tax Div. Tel.06-6858-2150	• Notification of tax agent (See p.14) ※ When moving abroad	<input type="checkbox"/>
	Municipal Tax Div. Tel. 06-6858-2153	• Return of number plates, etc.(See p.15) ※Owners of motorbikes (125cc or under)	<input type="checkbox"/>

[After Moving]

Item	Contact	Procedure	
Driver's license	Police station at new address, etc.	• Change of Address (See p.49)	<input type="checkbox"/>
City Hall	City Hall or Ward Office at new address 1) Moving Notification Counter 2) National Health Insurance Counter	1) Notification of moving in/changing address (Within 14 days of moving) 2) Join National Health Insurance again (Those who have joined national health insurance only)	<input type="checkbox"/>